



Foxton Primary School

JOB DESCRIPTION

Job title: Finance Officer

Reports to: Headteacher

Hours: 12 hours per week (flexible) term time only, with additional hours during the holidays as agreed by the head teacher.

Job purpose:

- To manage, monitor and administer the school's budget on behalf of the head teacher and governors and to be able to present the current status of the financial situation concisely
- To provide efficient financial and business support to the school's senior managers. Including administrative and organisational support to the Head teacher.

Principal accountabilities:

1. Finance Role:

- Manage to day to day finances of the school, including procurement, raise purchase orders, process invoices and credit notes and manage the finances via the school's accounting software (currently Bromcom)
- Generate reports for managers and Governors on the school's financial position.
- Contribute to the schools financial planning
- Produce and monitor annual and monthly financial returns, present to the headteacher and Governing Body.
- Liaise with the Schools Financial Advisor (SFA).
- Attend Finance, Personnel and Premises meetings and advise on the financial situation as required.
- Undertake Budget preparation in conjunction with senior managers and the SFA.
- Undertake administration of Payroll after it has been generated by the schools payroll provider along with recording payroll variances.
- Liaise with the school's payroll provider.
- Undertake monthly payroll reconciliation within the schools budget monitoring software.
- Liaise with other staff to ensure that new suppliers/contractors are explored to improve principles of Best Value.
- To obtain quotes as needed in accordance with Best Value principles.
- Help to identify other sources of funding.

2. Other responsibilities:

- Respond to standard requests for information
- Take responsibility for document and data management and for reviewing existing systems
- Respond to correspondence and emails on behalf of the school.
- To share responsibility in answering the phone and dealing with visitors when in the main building.
- To understand and comply with data protection requirements and guidelines on confidentiality, child protection, health and safety and security, reporting any concerns to the appropriate senior manager.
- Ensure all communications are delivered to the standard required by the school and the local authority.