

FPPF Job description

Job Title	Finance Officer
Grade	Scale 4 20 hours – hours/days to be mutually agreed Scale 4 point 7-11 based on experience
Reports to	Federation Business Manager
Liaison with	Executive Headteacher, Head of School, Federation Business Manager, External agencies, DfE, Governors
Job Purpose	Manage financial, personnel, pupil-related work and other administrative work to ensure the provision of an efficient and effective service to the school. Working closely with the Federation Business Manager to provide support and information as necessary to enable Federation and school reporting, liaison with auditors and meeting statutory requirements.

FPPF Job description

Duties:

Finance

- Maintain manual and computerised financial records
- Be responsible for financial administration such as placing orders, invoicing etc
- Assist with trip finances
- Undertake monthly reconciliation of finances as required
- Complete and submit relevant financial returns
- Helping to ensure the school is following 'Best Value' procedures
- To supervise the preparation of school fund monies and make appropriate arrangements for banking
- Be responsible for issuing of invoices and collection of monies due to the school
- Ensure preparation of orders, check full receipt, ensure payment of goods and services
- Undertake administrative tasks relating to licences held by the school
- Be responsible for filing, security and retrieval of financial data, including weekly and termly backup of computerised records
- Be responsible for maintaining the school inventory
- Administer monthly payroll

Personnel

- Maintain manual and computerised personnel records
- Be responsible for all administration arising from staff absence
- Be responsible for recording, monitoring and claiming overtime and other subsistence claims
- Maintain records of supply teacher employment and arrange monthly pay claims

Administrative

- Process invoices for school lettings
- Ability to deal with phone enquiries or difficult visitors to the school
- To draft correspondence, policies and other documentation to the Executive Headteacher's specification
- Complete such returns as may be required by the DfE etc
- Word processing and use of Excel spreadsheets
- Develop and implement appropriate administrative systems/procedures

Welfare

Responsible for care of children who are hurt or unwell, including liaison with other staff and parents.

FPPF Job description

General

- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Executive Headteacher or Federation Business Manager to carry out appropriate duties within the context of the job, skills and grade