



GEARIES PRIMARY SCHOOL

Success starts here

Gearies Primary School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Finance Officer

JOB DESCRIPTION

Post:	Finance Officer (FO)	Net working weeks:	44.46
Hours:	25 hpw	Scp:	12
Pay Grade	LBR5		

Purpose of the job:

The FO is responsible for supporting the financial administration, development and sustainability of Gearies Primary School, and for supporting the financial probity of the organisation.

They will be responsible for supporting the Co-Head Teachers' and School Business Manager's leadership and management of the school's finance and business functions, enabling the school to work effectively towards its aims.

Duties and responsibilities

The duties and responsibilities listed below are indicative of the tasks the FO of Gearies Primary School will perform and are not intended to be an exhaustive list. The post holder will be expected to take on additional responsibilities appropriate to the role as they arise.

Financial management and control

The FO will be accountable for maintaining the robust financial management of the school. The FO will:

- Contribute to the development and implementation of the school's strategy, providing financial analysis and guidance on all activities, monitoring performance against financial objectives set by the School Business Manager.
- Conduct due diligence to verify financial information and assess financial records to minimise risk.
- Contribute to the School's risk management efforts, supporting the School Business Manager in identifying strategic and operational financial risks, taking steps to mitigate these risks, and maintaining the School's risk register.
- Support the development, implementation and monitoring of the School's Improvement Plan, using effective financial and budget modelling and benchmarking to support strong decision-making.
- Support the management of the budget process, from planning through to approval, working with other School Leaders and Board of Governors.
- Work with the Co-Head Teachers and School Business Manager to prepare and monitor individual budgets in line with the School Improvement Plan and strategic objectives.
- Provide accurate and timely information to the Board of Governors and School leaders to enable effective budgetary control.



- Support the School Business Manager to develop, implement and monitor the School's financial policies and procedures.
- Take appropriate action to address financial risks, problems and irregularities.
- Develop and maintain an effective internal audit procedure for the School including producing audit reports and making recommendations for improvement.
- Support the external audit procedures for the School and follow up on any recommendations resulting from audits.
- Establish and monitor effective procurement procedures in order to achieve financial efficiencies, including supporting the tendering process.
- Support the overseeing of the school's commercial contracts, ensuring they represent value for money.
- Manage the school's cash position at all times, including overseeing bank deposits.
- Support the income generation strategy for the School, including supporting the sales of pre-loved uniform.
- Process invoices, credit notes and local income.
- Check and follow-up all outstanding orders.
- Ensure payment of authorised orders and invoices.
- Monitor and record income and expenditure and reconcile bank statements.
- Support the financial year end and budget setting processes.
- Assist in making statistical returns to the LA and DfE as required.
- Produce VAT returns and submit to the LA and process VAT.
- Inform curriculum budget holders of budget/expenditure.
- Manage the school's private funds.
- Liaise with regular hirers regarding the annual renewal of paperwork and evidence of insurance as required and raise invoices for lettings and monitor payments.
- Order and manage school resources.
- Maintain the school's accounts.
- Support the School Leadership Team in ensuring that the school complies with its legal obligations, adheres to financial regulations, and submits accurate financial reports in a timely manner.
- Assist monthly payroll timesheet submissions.

General

- Attend and participate in relevant meetings, training and other learning activities and performance development as required
- Be aware of and comply with policies and procedures relating to safeguarding, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop. To demonstrate an understanding of and a commitment to equal opportunities and diversity and to standards of customer care.
- Be responsible for own health and safety, as well as that of colleagues, pupils and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defects and hazards to management.
- Duties and responsibilities of the post may change over time as requirements and circumstances change.

The job description is not necessarily a comprehensive definition and the Finance Officer may be required to undertake such other tasks appropriate to the position as the Co-Head Teachers may require.

This job description may be amended at any time in consultation with the post holder.



Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> • A degree or other relevant qualification - ideally in accountancy, business management or a related discipline
Experience	<ul style="list-style-type: none"> • Successful finance management experience in a school, or in a relevant field outside education • Involvement in school self-evaluation and improvement planning • Working with children or young people
Skills and knowledge	<ul style="list-style-type: none"> • Expert knowledge of financial management • Excellent attention to detail • Effective communication and interpersonal skills • Ability to build effective working relationships with staff and other stakeholders • Understanding of data protection and confidentiality
Personal qualities	<ul style="list-style-type: none"> • Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils • Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality • Embraces change well • Deals with difficult situations effectively



Gearies Primary School

