

# JOB PROFILE

H3 Finance Officer



POSITION TITLE: H3 Finance Officer	DIRECTORATE: Children Schools & Families
	DIVISION: H3 Federation
<b>PAY LEVEL:</b> NJC Scale SO1, SCP (22-25) Term time plus 3 weeks (42 weeks per year) 35 hours a week	SECTION: H3 Business Unit
<b>REPORTS TO:</b> H3 Director of Operations	
Task Management of Administrative staff with finance responsibilities	

## JOB PURPOSE

---

To provide effective and efficient management of the Federations finances and ensure that financial procedures are followed.

To support budget holders and other staff to ensure value for money is always achieved.

To ensure smooth operation of the finance function of the schools so that financial deadlines and audit requirements are met.

## MAIN DUTIES AND RESPONSIBILITIES

---

### Finance

- Contribute to the development of financial procedures, policies and effective systems of financial accountability and control.
- Advise and support budget holders and other staff with financial management and procedures to ensure the Federation achieves best value and adheres to financial regulations.
- Responsible for the maintenance and operation of financial management systems.
- Assist the Business Manager in reviewing financial management systems and implementing new ones where appropriate.
- Maintain accurate and up to date financial records to provide an audit trail for all transactions
- Monitor salaries, expenditure and income against the agreed budget, reporting potential variances and updating budget planning software as required.
- Obtain quotations for goods and services as required.
- Check orders are accurately input on accounting software with correct coding and authorise up to delegated level.
- Maintain an up to date list of budget holders with signatures.
- Ensure debtor and creditor details are correct and up to date.

- Deal promptly with queries from suppliers regarding deliveries and payments and ensure timely payment of invoices.
- Responsible for payment of invoices, and processing credit cards, central fund payments and journals.
- Responsible for the reconciliation of bank, cash and central funds.
- Responsible for finance related aspects of Federations trips and the enrichment programme, including getting quotes for travel, checking insurance is in place, ensuring collection of monies from students, liaising with colleagues, maintaining accurate records of payments and subsidies given by the schools.
- Responsible for setting up trips and products on the school systems, making them available for parents to purchase online and reconciling to accounting software and the bank account.
- Produce reports for online transactions for schools related income, informing departments of purchases made by parents.
- Ensure adherence to Federations financial procedure and statutory guidelines with regard to VAT and payments to individuals, including carrying out IR35 checks, and advising staff where necessary.
- Responsible for banking adhoc income as required and maintaining accurate records.
- Make online payments using the school's purchase card, in line with the Federations procedures.
- Monitor the use of schools Oyster cards, ensuring they are returned to the office in a timely manner and used for schools' purposes only.
- Provide half-termly reports for budget holders and other reports as required to monitor expenditure and specific budgets.
- Raise invoices on finance software and reconcile payments to the bank.
- Accurately record all non-invoiced income to the schools, including monies raised for charities, and reconcile to the bank.
- Check invoices for accuracy including supplier details and amount to safeguard against errors.
- Complete quarterly and other returns for the local authority, prepare year end accruals and assist the Business Manager with year-end processes as required.

## General

- Work as part of a team to deliver the varied tasks across the schools, showing flexibility to meet the demands required.
- Produce, maintain and share up to date "how to" guides for all key aspects of their role in order that others can cover in their absence.
- Establish and maintain good relationships with all colleagues, students, parents/carers, suppliers, contractors and outside agencies.
- Participate in Federation events such as open mornings and contribute to promoting the Federation to the wider community.
- Provide excellent customer service at all times.
- Show commitment to their continued professional development and performance management.
- Undertake INSET and training and participate in appropriate Federation meetings.
- Undertake specific Office Duties in the event of a fire evacuation or other emergency as described in the Fire Evacuation Procedure.

- Undertake any other duties, appropriate to the grade, which may be required as directed by the Business Manager or Director of Operations.

**Note:** All Camden employees are expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties.

## WORK CONTEXT

---

### Communications and working relationships

- The post holder is regularly required to work closely and have strong relationships with all members of the Business Unit team and to make positive contributions to team meetings.
- The post holder may be required to work closely with the Headteacher, senior leadership team, other support staff managers, year team leaders, student progress leaders, heads of faculty and heads of departments as the need arises.
- Communications into and out of the Business Unit team should be treated as confidential.
- The post holder will be required to liaise with all staff on a daily basis, providing excellent customer service.
- The post holder will be required to communicate regularly with parents and students on behalf of the schools.
- The post holder will be required to liaise with external agencies in relation to procurement enquires.

### Innovation (Decision-Making and Creativity)

- The post holder will be expected to use initiative, including making suggestions for improvements and exercise judgement in determining priorities for themselves.
- The post holder will also be expected to have flexibility to adapt to changing Federation priorities.
- The post holder will be prepared to develop new skills and working methods in order to effectively respond to changing Federation needs, under the guidance of the Business Manager.
- Creative and innovatory thinking is required in designing and producing finance related reports.
- Contribute to the development of financial procedures and policies.
- The post holder is required to make recommendations to the Business Manager to ensure smooth running of the finance function

### Equalities

- The H<sup>3</sup> Federation and its Governing Body are committed to ensuring consistency of treatment and fairness, and will abide by all relevant equality legislation
- The Federation will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for

disabled job applicants or continued employment for any employee who develops a disabling condition.

### **Safeguarding Children**

The post holders' responsibility for promoting and safeguarding the welfare of children and young people for whom they come into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy at all times. If, in the course of carrying out the duties of the post the post holders become aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns to their Line Manager or the School's Designated Safeguarding Lead.

The H<sup>3</sup> Federation is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment. This post will be subject to an enhanced DBS disclosure.

### **Commensurate statement**

The postholder must demonstrate a flexible approach in the delivery of work. Consequently, the postholder may be required to undertake any other reasonable duties not specifically identified in the job profile but commensurate with the scope, grade and responsibilities of the post as determined by the manager.

## PERSON SPECIFICATION

### QUALIFICATIONS & TRAINING

---

Essential:

- GCSE Maths and English at grade C/4 or above, or equivalent.

Desirable:

- Degree-level qualification in a relevant field.
- AAT or an equivalent finance qualification.

### EXPERIENCE

---

Essential:

- Experience of working within a financial environment.
- Experience of working in a customer service role.
- Experience of working within a team environment and the flexibility that this may at times require.

Desirable:

- Experience of working within a school or similar environment with vulnerable people.

### KNOWLEDGE

---

Essential:

- Knowledge of financial management and accounting procedures.
- Knowledge of Word, Excel and financial management systems e.g. FMS.
- Able to demonstrate a good standard of literacy and numeracy.
- Commitment to working within the Federation's aims regarding safeguarding, equal opportunities and raising achievement.
- Able to handle confidential information with complete discretion.
- A genuine interest in education and being part of the Federation's community.
- An understanding of the issues that may affect young people.
- An understanding of Health and Safety in the workplace and a willingness to undertake any training that may be required.

Desirable:

- Knowledge of the guidelines regarding financial standards, VAT and payments to individuals.
- Knowledge of Arbor or equivalent database experience.

### SKILLS

---

Essential:

- Accurate keyboard skills and attention to detail.
- Excellent IT skills, including Google, MS Word, Excel and Outlook.
- Outstanding interpersonal skills and ability to communicate effectively, both orally and in writing; able to deal with students, staff, parents and other visitors to the schools in a professional calm, polite and friendly and helpful manner.
- Ability to work on own initiative and prioritise tasks.
- Ability to establish and maintain effective relationships with staff, students and parents.
- Ability to work under pressure and deal with competing demands.
- Ability to maintain accurate records and filing systems.

