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|  | **CITY of SHEFFIELD**  **JOB DESCRIPTION** |
| **CHILDREN AND YOUNG PEOPLE’S DIRECTORATE** | The Local Authority and the School are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment |
| **SCHOOL** | **King Edward VII School** |
| **POST TITLE** | **FINANCE OFFICER** |
| **ROLE PROFILE** | **BS3** |
| **JOB NUMBER** | **Toolkit JD-5b** |
| **GRADE** | **5** |
| **RESPONSIBLE TO** | **Business Manager** |
| **RESPONSIBLE FOR** |  |
| **HOLIDAY AND SICKNESS COVER** | **Members of the Finance and Administration Team** |
| **PURPOSE OF JOB** | **To provide an efficient and effective financial administration service to the School** |
| **RELEVANT QUALIFICATIONS** | **NVQ Level 3 or equivalent qualification**  **Experience of working in a finance capacity** |

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| **JOB DESCRIPTION FOR POST OF:- FINANCE OFFICER** |
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| **SPECIFIC DUTIES AND RESPONSIBILITIES** |

**The postholder must at all times carry out his/her duties and responsibilities within the spirit of City Council and School Policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to the statutory responsibilities of the Governing Bodies of Schools.**

## Duties

1. To operate computer based and manual financial and clerical systems within the School in a secure and confidential manner.
2. To undertake financial tasks in accordance with agreed policies, appropriate legislation and financial regulations and standing orders.
3. To operate the School’s financial systems, including processing and review of orders, deliveries, invoices and payments.
4. To prepare appropriate documents for the Headteacher, Business Manager, Governor Committees, budget holders, auditors and the Local Authority as required.
5. To work with the Business Manager to perform the year end procedures.
6. To be responsible for ensuring that premises, supplies and services quotations are instigated and completed.
7. To negotiate with suppliers and contractors to ensure best value in regard to goods, services and contracts.
8. To place orders for goods and equipment, checking deliveries and invoices in accordance with current procedures and financial regulations.
9. To assist with the month end processes and closedown of the SIMS finance system and School fund system including the completion of bank reconciliations and VAT returns for submission to the Local Authority.
10. To operate, maintain and develop appropriate systems for financial monitoring as required.
11. To provide advice to budget holders on Financial Management procedures and the efficient and proper use of public monies.
12. To operate, maintain and develop the School inventory and prepare reports as necessary.
13. To journal transactions as necessary.
14. To operate, monitor and review the School’s procurement card, petty cash and private fund accounts, undertaking the safe collection, correct handling, recording and banking of monies in accordance with financial regulations.
15. To operate and maintain all systems associated with income received by the School and to ensure invoices are raised in a timely manner for all services provided by the School.
16. To liaise with the payroll provider and upload monthly payroll variations (starters, leavers etc) in accordance with the agreed timescales.
17. To process sickness absence and other monthly payroll returns, including advising staff on the appropriate medical certificates required.
18. To reconcile the monthly payroll printouts and liaise with the payroll provider about any discrepancies.
19. To liaise with teaching and support staff and respond to enquiries on matters within the post holder’s responsibility.
20. To provide support to the Business Manager as required.

## General

1. Comply with and assist with the development of policies, procedures and systems relating to the financial management of the School
2. Be committed to inclusion, diversity and equality for all
3. Contribute to the overall vision, ethos, work and aims of the School
4. Attend and participate in meetings as required
5. Recognise own strengths and areas of expertise and use these to advise and support others
6. To be willing to undertake training and professional development as required of the post.
7. Any other duties and responsibilities that do not change the character and purpose of this post as may be required by the Headteacher/Business Manager

All the above duties and responsibilities to be carried out in accordance with Sheffield City Council’s Policies, Standing Orders and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety**.**

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| **ISSUE DATE: January 2025** |
| |  |  |  | | --- | --- | --- | | **Person Specification - Finance Officer** | **Essential** | **Desirable** | | **Qualifications/Knowledge**  NVQ Level 3 or equivalent  Evidence of commitment to relevant CPD  Recent and relevant experience of financial software  Familiarity with Microsoft Office  Familiarity with SIMS software  An understanding of finance procedures in schools | √  √  √ | √  √  √ | | **Skills/Experience**  At least 3 years experience in a financial environment  Experience of working in a school environment  Experience of using financial systems and software  Experience of using a payroll system  Experience of budget management  Understanding of auditing requirements for schools  Self-motivated, enthusiastic and dependable  Flexibility, sociability and good humour  Able to communicate, both verbal and written using non-technical language  Excellent organisational skills  Able to work independently or as part of a team  Patient, helpful and pleasant manner | √  √  √  √  √  √  √  √ | √  √  √  √ | | **Work Related Circumstances**  Ability to manage working hours flexibly to meet the demands of the role  Willingness to undertake further development | √  √ |  | |