



## Job Description Finance Officer

<b>Job title:</b>	Finance Officer	<b>Ealing GLPC Grade:</b>	Scale 7
<b>School:</b>	Montpelier Primary School	<b>Post No:</b>	
<b>Line manager:</b>	School Business Manager (SBM)		
<b>Supervisory responsibility:</b>	Provide finance training or handover to other administration staff as necessary		
<b>Hours:</b>	17.5 hours per week, term-time, plus INSET, plus one week in school holidays.		

### Main purposes of the job

- Under the guidance of the SBM, to be responsible for undertaking administrative, financial and organisational processes within the school.
- To assist the SBM in the financial planning and management of the school
- To support with the efficient and compliant management of school finances and accounts and other responsibilities as determined in the job description by Senior Leaders
- To be responsible for promoting and safeguarding the welfare of children and young people within the school

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### Main responsibilities and tasks

#### Financial Management

1. Act in accordance with SFVS protocols and Ealing Financial Handbook guidance at all times
2. Support the SBM in preparing long-term budget plans in liaison with the co-headteachers and Strategic Development Committee. To assist in compiling/providing information and/or documents for such planning and meetings as requested
3. In the absence of the SBM to support the co-headteachers by compiling and providing budget monitoring reports for the Strategic Development Committee.
4. To support the SBM in the planning and preparation of the annual budget including setting of new budgets and managing end of financial year duties.
5. To assist the SBM in determining and controlling delegated budgets, where relevant
7. To prepare profiles of expenditure and regular financial reports as required by Senior Staff, Local Authority and the Governing Body.
8. To be responsible for all day-to-day operational accounting procedures, computerised and manual, and to liaise with technical support where necessary.
9. To be responsible for the day to day management of the private fund and to support the SBM with its audit.
10. To be responsible for ensuring that efficient and safe routines are maintained concerning, variously, the collection, security and distribution of cash
11. To support the business manager in ensuring that the schools financial policies, SVFS requirements, LA Guidance and financial regulations and practices are complied with



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12. To be responsible for ordering of and payment for goods on behalf of the School and to support the SBM with the BACs process.
13. To be responsible for liaising with staff members placing orders to ensure that delivery timelines can be met in order that teaching and learning are not impeded
14. To be responsible for checking the delivery of goods and dealing with any discrepancies in a timely manner
18. To support with ensuring that financial returns and end of year procedures are carried out in a timely manner in line with local authority and/or DfE funding agency deadlines
19. To be responsible for providing regular reports to the SBM for monies collected in relation to school activities e.g. school trips, residential trips, charity collections etc.
20. To be responsible for keeping comprehensive financial records relating to the activities of the role.
21. To support with, be present for and play an active role in any in-school audit or financial monitoring exercise
22. To manage and report on the financial aspect of income generation as required
23. To take a lead role in the financial aspect of school trips, including liaising with providers on costs and financial timelines, formulating, monitoring and chasing instalment plans and any other financial aspect which arises.
24. To speak to parents/carers as necessary to assist them with payment queries and to manage debts or late payments
25. To actively manage the schools creditors and debtors including parents/carers, providing regular reports to the SBM on any issues/concerns
27. To support the SBM in developing financial processes and procedures in line with good practice.
28. To undertake complex financial administration procedures including banking, processing orders, invoices and payments using FMS and School Cash Office.
29. To support the SBM with procurement and sponsorship activities researching and collating suppliers, quotes and tenders as necessary.
30. To research suppliers of products and services as necessary or as directed to ensure best value for the school

### Administration

31. To support the Business Team in providing a high level of customer service to all visitors, pupils and staff
33. To contribute to the planning, development and organisation of support service systems/procedures/policies
34. To undertake typing and word processing and more complex IT based tasks
36. To undertake administration of complex procedures.



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37. To operate relevant equipment/complex ICT packages.

### Responsibilities

38. To comply with and assist in the development of policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person.
39. To adhere to school health and safety policy including risk assessment and safety systems.
40. To adhere to school policy on equality and diversity.
41. To contribute to the overall ethos/work/aims of the school.
42. To establish appropriate professional relationships and communicate with other agencies/professionals.
43. To attend and participate in regular meetings.
44. To participate in training and other learning activities and performance development as required.
45. To undertake similar clerical and financial duties commensurate with the level of the post as required by the SBM and the co-headteachers

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### Signatures – line manager and job holder

**Signature of Manager:**

**Date:**

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**Signature of post holder:**

**Date:**

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