



The Federated Schools of St. Joseph's Catholic

Nursery, Infants and Juniors

Job Title: Finance Officer

Salary: 5 – 10: £27,030 – £29,139 FTE

Hours: 22 hours per week (3 days)

Contract type: 38 weeks contract (Plus 5 days INSET) +2 Additional weeks

Reporting to: School Business Manager/ Leadership Team

Start Date: 1st January 2025 subject to reference, medical and DBS checks

Application Closing Date: Friday 8th November at 12 noon

The Federated Schools of St Joseph's Catholic Nursery, Infants and Juniors wish to appoint an enthusiastic and highly motivated Finance Officer to join our existing team. This is an excellent opportunity for someone looking for career progression within finance.

As a Federation we are proud to have:

- A strong Catholic ethos commitment to providing high quality education.
- A friendly, hard-working and collaborative staff team
- Excellent training and great opportunities for continuing professional development
- A caring, supportive community including staff, parents and governors
- Well-behaved and enthusiastic pupils.
- Supportive parents and Governors.
- Close links with members of the local communities.
- A friendly, hard-working and collaborative staff team.
- Great opportunities for continuing professional development.

We are looking for someone who:

- Has knowledge of electronic financial/ personnel systems such as FMS, ParentMail and SIMS.
- Can ensure the effective management, reporting and recording of the schools' finances.
- Has the ability to identify the need for change and implement change successfully to enhance existing practice, overcoming challenges and creating new and effective solutions.
- Demonstrates integrity, determination, self-motivation and the desire for a challenge.
- Is a highly effective communicator, both written and verbal, and works well as part of both a small and large team.
- Has a degree, diploma or accreditation in finance or relevant experience in a strong financial background, preferably within an educational setting.

How to Apply

If you feel you have the skills and experiences we are looking for, visits to the schools and an opportunity to meet the Headteacher are warmly welcome. Please contact Mrs Ammonies in the school office to arrange a visit.

Phone: 020 8539 3000

Email : office@st-josephs-inf.waltham.sch.uk

The Federation places the highest priority on keeping our pupils safe. Applicants for the post will be subject to stringent vetting and induction processes. The successful candidate will be subject to the relevant checks and enhanced DBS. Closing date for applications: Friday 2nd December 2022 -at 12 noon

Interviews to be held on: TBC

Job Description

Finance Duties and Responsibilities:

- Process stock orders; unpack deliveries and keep stock rooms tidy and adequately stocked
- Liaise with classroom staff and School Business Manager to ensure ordering procedures are followed
- To operate the school's Finance package ensuring accuracy at all times
- To provide the School Business Manager with sufficient support to assist in the termly and annual preparation of budgets and financial information related to the school.
- Operate the procedures related to the ordering of materials, equipment etc, or the processing of invoices.
- Assist in the completion of the financial reconciliation according to financial regulations provided by the Council as requested by the School Business Manager.
- Understanding how to present management and statistical information for school management, the LEA or the DfE.
- Completion of VAT returns etc.
- Operation of school banking, general expenditure and income.
- To assist with termly/annual audits as necessary, including preparation of accounts for audit.
- Operation of the school fund account including the receiving and banking of cash and maintaining the account under the supervision of the School Business Manager.
- To ensure correct administrative processes are followed when auditing, ordering and checking orders.
- Completion of documentation and procedures in relation to the payment of salaries and staff expenses as delegated by the School Business Manager
- End of the week pupil meals reconciliation

Resources

- Operate relevant equipment/complex ICT packages.
- Order, monitor and manage stock within an agreed budget using established school systems.
- Manage uniform and other sales activities within the school.
- Report on any deficits and work with senior staff /SBM to remedy these.
- Provide advice and guidance to staff, pupils and others.
- Assist with procurement and sponsorship.
- Assist with marketing and promotion of the school.
- Manage administration of facilities including use of school premises.
- Manage complex financial administration procedures, e.g. payroll, orders and invoices.
- Assist with the planning, monitoring and evaluation of the School and Service budgets.
- Manage expenditure within agreed budgets.
- Be responsible for school's registration with Data Protection Agency and quarterly form return to Centre for Education and Finance Management.

Other areas of responsibility

- Be aware of and comply with policies and procedures relating to Child Protection, Health and Safety, security, confidentiality and data protection.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment.

- Ensure that all members of the office present, at all times, a positive image to the school to all staff, parents and visitors both internally and externally.

The finance officer will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct. They will be expected to attend training specific to their role and meetings where appropriate.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the finance officer will carry out and may be amended at any time in consultation with the post holder. The post holder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.



The Federated Finance Officer Person Specification

CRITERIA	ESSENTIAL	DESIRABLE	ASSESSMENT
Qualifications and training	• A-level or equivalent qualification • 5 GCSEs including Maths and English • Financial experience / Qualifications	• NVQ3 in Business Administration or equivalent qualification in a relevant discipline (or working towards)	Application
Experience	• Working in a school office environment • Working with SIMs or similar MIS systems • General IT skills • Developing, managing and operating clerical/administrative/financial and organisational systems • Analysing and evaluating data • Knowledge of Microsoft Office including Excel and word. • Liaison with external agencies,		Application References and Interview
Skills, knowledge and understanding	• Excellent attention to detail	• Ability to build effective working relationships with staff and other stakeholders	Reference and Interview

	● Full computer literacy – Microsoft Office: Word, Excel, Publisher, PowerPoint, Outlook and Internet ● Excellent literacy/numeracy skills ● Highly effective written and verbal communication skills – ability to compose letters accurately. ● Competent use of IT packages including word processing, computerised accounting systems and school MIS systems ● Ability to use relevant office equipment effectively ● Ability to plan, organise and prioritise ● Excellent attention to detail ● Effective communication and interpersonal skills ● Ability to analyse and interrogate data management information to identify areas for improvement	● Ability to make a strategic contribution to the school leadership team ● Knowledge and understanding of Health and Safety requirements ●	
Skills and Aptitudes	● Ability to work under pressure and to tight deadlines ● Ability to work calmly and effectively to plan, organise and manage a complex workload ● A commitment to on-going personal development and willingness to undertake appropriate training ● Ability to drive forward change and motivate staff ● Ability to maintain strict confidentiality of information received and processed as part of the job role. ● 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 and reputation of the school ● Ability to work well under pressure and prioritise effectively ● Maintaining the highest professional conduct ● Ability to promote both schools positively to parents and wider community ● Ability to work on own initiative and make decisions.		Reference and interview
Other requirements	● Adhere to Child Protection and Data Protection regulations ● Committed to equality of opportunity	● Ability to formulate ideas and solutions and present them effectively to the	Reference and Interview

	● Commitment to maintaining confidentiality at all times ● The capacity to remain calm and to cope with the unexpected. ● Committed and enthusiastic. ● Confident, positive and flexible attitude ● 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 ● Deals with difficult situations effectively and diffuse confrontational situations ● Embraces change well	Headteacher and governing body.	
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