



**Finance Officer
Job Description
(25 hours)**

Responsible to: Executive Headteacher, Head of School and Governors

Salary Range: Scale 5 (18-21)

Job Purpose

- To manage effective administrative and financial services to the school
- To maintain a strategic financial plan that will indicate trends and requirements of the school development plan and will forecast future year budgets
- To manage the purchase of supplies, equipment and services
- Assist the Head of School and Governing Body with income generation activities and in promoting and marketing the school.
- Arrange provision, analysis and evaluation of data and detailed reports and information to the senior leadership team and the Governing Body.
- Manage the administration of human resources.
- To manage the procurement process, including securing appropriate service contracts, licenses and insurance.
- To manage the administration of personnel functions in the school.

Financial Management and Administration

- To be responsible for budget modelling, drawing up base budgets, provisional budgets and final budget. Providing financial information and advice to the Head of School, Governing Body, Resources Committee and Audit teams.
- To monitor salaries and expenditure and advise the Head of School, Resources committee and Governing Body accordingly.
- To manage monthly reconciliation of accounts and post reconciliation checks ensuring staff variances are effectively managed.
- To manage the ordering, processing and payment of all goods and services
- To ensure up-to-date records of all expenditure and income are kept, informing the Head of School and budget holders about under and overspending of the budgets
- To develop and monitor long term financial strategy for the school in consultation with the Head of School and Governing Body.
- To ensure additional/substituted hours and supply teachers' claim forms are calculated, correctly authorised and submitted and to monitor claim forms of other staff.
- To prepare financial returns for DFE, LA and other agencies within the statutory deadlines.
- To manage the school's rating assessment and VAT responsibilities, advising the Governing Body in the financial and legislative implications.
- To liaise with parents over eligibility entitlements such as childcare or Pupil Premium funding.
- To ensure submission of all Nursery Education Funding paperwork for 2-, 3- and 4-year-old payments is completed in a prompt manner in line with the Local Authority requirements.
- To be responsible for the management of income generation, including school lettings and fundraising initiatives. To liaise with the person responsible for overseeing the lettings of the premises.
- To attend Governing Body and/or Resources Committee meetings providing information, reports and other guidance as needed.

Personnel Administration

- To participate in the selection process for staff, ensuring all relevant checks are completed and relevant documentation is secured.
- To ensure that accurate personnel records, including sickness and other absences are maintained and information passed onto HR, Admin & Payroll within the LA.



- In consultation with the Head of School, produce job descriptions, person specifications and advertisements for vacant posts as required.
- To carry out the administrative process relating to recruitment and other staff changes, including seeking of references, medical clearance and Safeguarding checks as required.
- To consult with HR, Admin & Payroll in the provision of information and advice on conditions of service for all categories of staff employed at the school.
- To ensure that all staff are paid on the correct grade and spine point in consultation with Governors and to provide appropriate information on pay to staff, the Governing Body and the LA
- To be the first point of contact for all staff at the school on pay and contract-related issues, liaising with HR, Admin and Payroll as necessary.

Carry out other reasonable tasks as directed by the Head of School.

Note

This job description is not necessarily a comprehensive definition of the post. The Finance Officer may be required to undertake such other tasks appropriate to the level of appointment, as the Head of School requires. It may be subject to modification and amendment after consultation with the post holder.