

JOB DESCRIPTION

Finance Officer

Job Title	Finance Officer
Band/Job Group	Band E
Hours/Weeks	37 Hours per week (Monday – Thursday, 8am – 4pm, Friday 8am – 3.30pm)
Special Conditions	Term Time Only + 8 Days (of which 5 are INSET Days)
Responsible to	Executive Head Teacher/Executive Manager

Job Summary

Under the supervision of the Executive Head Teacher and Executive Manager, to co-ordinate and control the financial administration of the School Fund and to assist with the running of the school financial procedures.

Your current duties and responsibilities are:-

	1. Supervision of Finance Assistant (if necessary)
	2. Oversee the counting, security and banking of the School income & School fund. 3. Responsibility for the daily management of the School Fund Account.
	4. Control and collection, banking and disbursement of all monies within the school and to ensure that they are Accounted for in accordance with financial regulations.
	5. Assessing orders for best value prior to processing and make recommendations to the Finance Manager where necessary. 6. Generation of orders/Invoices/Credit notes.
	7. Prepare and upload weekly payment run via the online banking facility including checking cash flow to ensure sufficient funds available. Check that correct approvals have been obtained in line with the financial procedures and additional security/control checks when suppliers change bank account/address/company name etc...
	8. Enter manual journals/Cash book journals.
	9. Cheque runs.
	10. Monthly CB12 – generate reports, upload via web exchange and submit to LA.
	11. Monthly VAT return. 12. Monthly Advance – obtain figures from the Extranet/allocate funding.
	13. Reconciliation of School Fund and main budget Bank Statements
	14. Post income – Invoiced and non-invoiced.
	15. Notify Strategic finance of scheduled BACS payment values to ensure that the LA group accounts are not overdrawn. 16. Monitor the schools current account and ensure sufficient funds to cover all payments. Liaise with the Executive Manager to transfer funds in/out of the investment account as necessary. 17. Administrator of the ParentPay system, which includes overseeing the Finance Assistant when adding payment items for trips and reconciliation of income.
	16. Securing best value by negotiating with suppliers.

	<p>17. Check and monitor utility charges, raise queries with utility suppliers and negotiate new contracts when required.</p> <p>18. Provision of monthly reports for budget holders (FMS) and analysis escalating any concerns to the Finance Manager.</p> <p>19. 16-19 Student Bursary – Responsibility for assessing student eligibility, reviewing supporting evidence, tracking student payments, dealing with student/parent queries and making recommendations on bursary payments in line with the 16-19 bursary procedures.</p> <p>20. Preparation of relevant reports for financial year-end ready for handover to the Executive Manager.</p>
	<p>21. Responsibility for entering/posting Petty Cash and generating the re-imbusement.</p> <p>22. Provide cover for the Finance Assistant.</p>
	<p>23. Use of various computer programs (Word, Excel, FMS, SIMS, ParentPay, Financial Reporting Suite, Access Education Budgets etc..) to compile and edit information stored on a database, produce spreadsheets and reports for the Executive Manager and to provide activity organisers with relevant information printouts.</p>
	<p>24. Provide assistance and support to the Executive Manager and cover the duties in the absence of the Finance manager. Including having an input when policies/procedures are reviewed.-Assistance with, in order to provide cover for, the duties of the Finance Manager and additional posts.</p>
	<p>25. It is the responsibility of each employee to carry out their duties in line with School policies on equality (please refer to the Policy Statement, harassment, racial equality and the CRE action plan, and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for in line with these policies and the CRE standards.</p>
	<p>26. Use and development of ICT as required.</p>
	<p>27. Such other duties as may be appropriate to achieve the objectives of the post to assist the Service Area in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.</p>
	<p>28. The post holder must at all times carry out their responsibilities with due regard to the School's policy, organisation and arrangements for Health and Safety at Work</p>
	<p>29. All staff within the School will be expected to accept reasonable flexibility in working arrangements and the duties to reflect the changing roles and responsibilities of the School. Any changes arising will take account of salary and status. They will be subject to discussion with individuals or sections affected and with appropriate trade unions.</p>

Issued by: _____

Received by: _____

Date received: _____

PERSONNEL SPECIFICATION

Job Title	Finance Officer			Directorate	Education
JE Reference No:		Grade	E	Service	The Westminster School
Completed By	A Gibson			Date of Issue	2/9/2025

The Personnel Specification outlines the main attributes needed to adequately perform the post specified. In drawing together the specification, a critical examination of the job description has been undertaken to pinpoint those elements of the post deemed as essential.

The Personnel Specification is intended to give prospective candidates a better understanding of the position's requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates and in determining an applicant's suitability for employment, whilst giving due consideration to the need to make reasonable adjustments in line with the requirements of the Equality Act 2010.

	Essential	N/A	How identified
I. Qualifications			
What does the job require in the way of: - Level of formal qualifications required to carry out the job. Describe these by level of attainment and by subject matter where appropriate, e.g. Degree, HNC, Professional Qualifications, GCSEs, CIPFA etc. Consider carefully whether these are absolutely necessary.	<ul style="list-style-type: none"> • Educated to GCSE grade C/4 in English and Maths (or equivalent) • NVQ 3 or equivalent Finance/Accounting or relevant experience 	<input type="checkbox"/>	Formal possession of an appropriate qualification to be verified at interview or from records.
2. Experience			
What does the job require in the way of: - Specific related job experience and in what type of working environment. What kind of life experience could supplement or replace this? Which is more important to the success of the job?	<ul style="list-style-type: none"> • 2 years plus experience in a similar role. • Working as part of a team. • Experience of computer-based accounts systems. • Able to handle pressure and meet challenging deadlines. 	<input type="checkbox"/>	Past employment activity record. Performance in related selection methods, e.g. presentation, group discussion.

3. Training			
<p>What does the job require in the way of: - Specific and/or specialist training in order to do the job, e.g. training in recruitment and selection, supervisory, management, interpersonal skills. Apprenticeship in a recognised trade. Practical training in the use of specific equipment, word processing etc.</p>	<ul style="list-style-type: none"> • Financial administration/accounts. • Word processing. 	<input type="checkbox"/>	<p>Past training history from application form and records. Selection process by demonstration of ability to display knowledge and skills at the interview.</p>
4. Special Knowledge			
<p>What special knowledge is required in order to perform the job properly, e.g. a knowledge of employment legislation, accounting, financial planning regulations, languages, computer systems, local area etc?</p>	<ul style="list-style-type: none"> • Finance and/or accounts based systems. • Microsoft Office Suite. 	<input type="checkbox"/>	<p>Qualifications held and demonstration of knowledge at interview.</p>
5. Circumstances (personal)			
<p>What kind of personal circumstances are required to do the job properly? The ability to work shifts, weekends etc. The willingness and ability to travel and stay away from home. Willingness to live-in if the job requires. Ability to drive, car ownership.</p>	<p>The ability to work when the school is open (term time working).</p>	<input type="checkbox"/>	<p>Ensuring candidates are aware of these requirements from the job description. Interview questions and application details.</p>
6. Disposition			
<p>How far does the job require: - Being steady, dependable, persevering, persistent, even tenacious, being difficult to distract or discourage. Getting on well with others, working readily with others, co-operating, and influencing others. Depending on oneself rather than others, relying on own resources, accepting responsibility, leadership qualities, ability to motivate others. Ability to cope with monotony, neatness, accuracy of work, attention to detail.</p>	<ul style="list-style-type: none"> • Well organised and able to plan workload schedules. • Work as a member of a team. • High level of accuracy and attention to detail • Show initiative & self-motivation. 	<input type="checkbox"/>	<p>Performance in related selection process, e.g. exercises, group discussion, problem solving, questions etc.</p>

7. Practical and Intellectual Skills

What practical and intellectual skills are required for performing the job effectively? Does the person need to be a practically orientated person; should they be able to make decisions, should they be able to understand information derived from complex reports? What degree of manual dexterity is needed? Does the applicant need to be mechanically minded?

- Keyboard skills.
- Numerate
- Excellent verbal & written communication skills.
- Proven organisational skills.

Performance in related selection process.

8. Legal Requirements

Are there any limitations or requirements imposed by statute that candidates must comply with, e.g. special qualifications, minimum age range etc.? Are there any "Genuine Occupational Qualifications" as defined in legislation which apply to this post?

Enhanced DBS check for regulated activity.

Application form and interview questioning and references.

THE REMAINING SECTIONS ARE TO BE COMPLETED BY MANAGERS AND ARE FOR THE APPLICANT'S INFORMATION ONLY.

9. Background Checks

Please required check(s) referring to Section 9 of [Guidance on completing individual sections of the Personnel Specification](#)

The post is subject to the following Background Check(s) which will be undertaken, where applicable, following a conditional offer of appointment.	a) Enhanced DBS with Children's and Adults Barring List Check	<input type="checkbox"/>	Only one or none of these checks (a – f) may be applicable.
	b) Enhanced DBS with Adults Barring List Check	<input type="checkbox"/>	
	c) Enhanced DBS with Children's Barring List Check	<input checked="" type="checkbox"/>	
	d) Enhanced DBS Check	<input type="checkbox"/>	
	e) Standard DBS Check	<input type="checkbox"/>	
	f) Basic Disclosure Check	<input type="checkbox"/>	
	Police Vetting Check	<input type="checkbox"/>	This check may also be required in addition to one from (a-f) above
	No Check Required	<input type="checkbox"/>	

10. Politically Restricted Post

Is this post a "politically restricted post"?

Yes

No

11. Main Physical Activities/ Requirements of the Post.

Please if activity requires to be undertaken.

The Council will make reasonable adjustments that are necessary for the successful candidate to undertake any of these activities

Lifting / manual handling / client handling	<input type="checkbox"/>	Prolonged standing or sitting	<input type="checkbox"/>
Working at heights	<input type="checkbox"/>	Prolonged working with vibrating tools / machinery	<input type="checkbox"/>
Working in confined spaces	<input type="checkbox"/>	Bending / Squatting / Kneeling	<input type="checkbox"/>
Working outdoors	<input type="checkbox"/>	Manual cleaning /domestic duties	<input type="checkbox"/>
Agricultural / gardening work	<input type="checkbox"/>	Food Handling	<input type="checkbox"/>
Work requiring respirators or masks	<input type="checkbox"/>	Rotating shift work or night work	<input type="checkbox"/>
Work requiring hearing protection	<input type="checkbox"/>	Driving Duties HGV / LGV/ Minibus / Passenger carrying	<input type="checkbox"/>
Work with skin irritants / allergens / respiratory irritants/fine particles	<input type="checkbox"/>	Any other driving duties	
Significant use of computers	<input checked="" type="checkbox"/>	Using restraint	<input type="checkbox"/>
Working with children or vulnerable adults	<input checked="" type="checkbox"/>	High mental stress content	<input type="checkbox"/>
Permanent night work	<input type="checkbox"/>	Physical / sport / leisure duties	<input type="checkbox"/>
Lone working	<input type="checkbox"/>	Regular walking on uneven ground	<input type="checkbox"/>
Working with challenging behaviours	<input type="checkbox"/>		
Other main physical activities not listed above			

12. Safety Critical Posts

Is this post a "Safety Critical" post?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
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13. Language Requirements

<p>Is this post covered by part 7 of the Immigration Act (2016), and therefore, the ability to speak fluent and spoken English is an essential requirement for this role? For example:</p> <p>The employee will work in a customer-facing role. The employee is required to speak to members of the public in English and this forms a regular and intrinsic part of the role. The employee requires a command of spoken English, to enable the effective performance of the role.</p>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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