



Job Description

Finance & Operations Officer

Main Purpose:

- To take a coordinating and leading role in the Financial and Operations Management of the school, promoting the highest standards of business ethos within the administrative function of the school and strategically ensure the most effective use of resources in support of the school's learning objectives
- To advise on and implement the day-to-day support of Finance and Operations in line with the schools Mission Statement which enables the school to operate effectively and efficiently, and that allows other members of the leadership team to focus on teaching and learning

Duties & Responsibilities:

Leadership & Strategy:

- Be responsible for line-managing support staff, including carrying out long-term resource planning and managing recruitment, appraisal and professional development
- Under the direction of the Headteacher, lead on all financial matters in school, to ensure the school's successful financial performance and to ensure financial decisions are clearly linked to the school's strategic goals
- Implement school-wide changes and allocate resources in line with the School Improvement Plan, putting policies and procedures in place and communicating them to staff
- Take all decisions in line with the vision and values of the school, and encourage others to do the same
- Monitor developments in technology and consider how it can be used to enhance the school's business processes, teaching and learning, and staff wellbeing
- Attend leadership team meetings when required and report to the Local Academy Committee

Financial Management & Fundraising:

- In partnership with the Headteacher, manage the school's budget and ensure it is balanced, realistic, and represents an effective use of public funds in line with the School Development Plan
- Submit the budget to St Francis Catholic Multi Academy Trust (CMAT) within the Deadline set by the CMAT
- Produce and Monitor the Monthly Management Accounts advising the Headteacher of any significant variations to budget and execute in line with the Finance Policy
- Forecast future years' budgets, based on the school's estimated funding and trends in expenditure, to enable the Headteacher to make strategic, long-term decisions
- Comply with financial reporting requirements in line with the latest Academy Trust Handbook and the Trust's Finance Policy and Handbook





- Submit statutory returns to the Trust, DFE and ESFA in a timely manner
- Oversee school bank accounts on a day-to-day basis, ensuring money is banked, invoices are paid promptly, money owed is collected, and clear records are kept
- Conduct reviews of the school's staffing structure to ensure effective deployment of staff and financial efficiency
- Develop and implement the school's fundraising and income generation strategy, choosing fundraising priorities in line with the School Improvement Plan
- Produce and monitor the monthly accounts by Trust deadlines, advising the Headteacher and Trust of any significant potential variations to budget and execute in line with the Trust Finance Policy and seeking approval

Find & Apply for Grants:

- Lead on procurement processes, managing tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money
- Manage the school's lettings offer
- Ensure the effective and efficient operation of the finance department, delegating tasks to finance/office staff where appropriate

Premises / Health & Safety:

- Responsible for managing the school's statutory compliance programme ensuring the site is fulfilling its obligations and adhering with current building legislation
- Responsible for arranging servicing of school premises assets and maintaining accurate records including reporting to the Headteacher the required actions to achieve a compliant site.
- With the Headteacher and Premises Team, Manage the planned/responsive maintenance of the school site
- Organise health and safety training for staff
- Report to the Headteacher, Trust and LAC on Health and Safety including accident and incident reporting and near misses

Compliance:

- Manage the school's compliance with statutory obligations, and advise others on the relevant legal, regulatory and ethical requirements. For example statutory returns to Trust, LA ESFA and DFE
- Monitor and update the risk register





Administration:

- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times
- Maintain the School's Single Central Record ensuring it is up-to-date, accurate and compliant with the latest legal advice; and that it is always ready to be checked
- To lead on DBS certificate administration
- Be the school's Data Protection Liaison to the Data Protection Officer, taking responsibility for monitoring data protection compliance and advising the school community on data protection issues in line with the guidance and direction from the Trust

HR & Payroll:

- Manage and administer the school's HR and Payroll provision with the relevant providers

Catering:

- Lead on the management and financial effectiveness of the catering provision for school, ensuring compliance with statutory requirements along with value for money to our students and staff

IT:

- Manage the Schools IT provision whether internal or external and work together on the strategic vision for IT across the school

The school Finance & Operations Officer will be required to safeguard and promote the welfare of children and young people, and follow school policies.

Please note that the list of duties is illustrative of the general nature and level of responsibilities of the role. It is not a comprehensive list of all the tasks that the Finance & Operations Officer will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher and Trust.





Person Specification:

Education and Qualifications	Essential/ Desirable
A good academic standard of education to GCSE 'A' level standard/NVQ level 3 or equivalent plus specialist training/development	Desirable
Knowledge and Experience	
Budget planning, monitoring and reporting experience	Essential
Good working knowledge of Education Finance	Desirable
Relevant work experience of managing administrative (or similar) services or functions	Desirable
Experience in managing premises related activities and meeting statutory regulation requirements	Essential
Planning and development of administrative functions to meet the current and future needs of the Academy	Desirable
Establishing and maintaining relationships with contracted service providers including negotiation on service agreements and establishment of new contracts	Desirable
Management and development of a team working in the school office	Desirable
Experience of income and expenditure from multiple sources	Essential
Ensuring Financial controls are monitored, adhered to and support auditing	Essential
Experience of pension admin under auto-enrolment	Desirable
Experience of cost centre accounting	Essential
Communication and Interpersonal skills within teams and with external agencies, staff, parents and children	Essential
Ability to carry out bank reconciliations	Essential
Organisation of financial management and ability to self-service working independently and alongside a team	Essential
Confidentiality of process and procedures, staffing and school life	Essential
Experience working in school office settings	Desirable
Financial competence and good analytical skills to identify and rectify errors	Essential
Good verbal, communication and written skills	Essential
Ability to work to deadlines	Essential
Good working knowledge of IT systems including Microsoft/ Google	Essential
Advanced excel skills with ability to develop spreadsheets	Essential
Ability to review financial information, identify and rectify errors	Essential
Production of monthly accounts and reports	Desirable
Ability to meet strict deadlines	Essential
Line Management of staff	Essential
Personal Attributes	
Showing care and attention to all the children in school and showing proficiency and care when contacting parents	Essential

