**St. John’s Catholic Comprehensive School**

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| **Role Profile** | Finance & Operations Officer  |
| **Reports to** | Finance Manager  |
| **Grade** | Kent Scheme Salaries Range 6  |
| **Job Purpose** | * Manage and co-ordinate all school financial procedures ensuring compliance with all relevant regulations and maintaining the school’s financial management systems. To provide timely and accurate reports when required.
* To have specific responsibility for school income and the school voluntary fund.
* To support on premises and operational matters; effectively liaising with the school site team, Kier Facilities Services Ltd and with other parties involved in the Private Finance Initiative (PFI) contract as necessary (namely Kent County Council and Amber Infrastructure representatives).
* To support with identifying, monitoring and addressing health and safety issues specific to the school, liaising with Kier FS and St John’s staff, as necessary to resolve the situation.
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| **Accountabilities** | **Finance Accountabilities*** Maintain the purchasing process in the school including: placing orders, assisting reception staff to reconcile deliveries, arranging returns, maintaining contact with suppliers and staff, and maintaining records of expenditure on the school’s finance systems.
* Ensure that any assets purchased are logged onto the school asset register and undertake annual asset register checks.
* Maintain the purchasing process for courses and other Continued Professional Development (CPD), ensuring records of expenditure are maintained on FMS and courses are booked in a timely manner.
* Maintain the school minibus online accounts to ensure all vehicles are added/removed to the auto pay charge accounts, ensuring vehicles are fully taxed and topping up auto pay accounts where necessary.
* Ensure the school’s franking machine and mobile phones are maintained and topped up with credit.
* Maintain income due to the school, including: raising invoices, processing receipts and monitoring the aged debtor report utilising the Accounts Receivable package on the Financial Management System (FMS), maintaining contact with debtors and staff.
* Reconciling FMS against the bank statement for the AMG account to identify and rectify any anomalies, on a weekly basis.
* Manage and take responsibility for all accounting procedures and school bank accounts in relation to School Financial Value Standard (SFVS) and all relevant audit requirements.
* Input and maintain detailed and precise financial information (e.g. invoices, cash limits, staffing costs, budgets) to ensure the integrity and accuracy of the school’s finance system.
* Assist in providing financial advice and information in response to client (staff, suppliers, parents, Governors, KCC) queries and maintain a quality service and excellent customer satisfaction.
* Reconcile the petty cash records on a monthly basis.
* Manage all income and expenditure for the Voluntary Fund account, to include school trips, maintaining accurate records on the school’s finance systems.
* To manage the voluntary donations and work closely with the Finance Manager to increase income.
* To prepare and submit the gift aid return annually to HMRC.
* Maintain all school accounts ensuring correct accounting procedures are adhered to.
* Manage all month end and year end procedures and produce relevant reports as requested.
* Contribute to the ever changing environment and pro-actively respond to all future financial initiatives to improve processes and meet future school requirements.
* Be conversant with financial regulations and updates, system upgrades and relevant training opportunities to maintain competency, knowledge and skills in all aspects of school finance.
* To support and cover the work of the Finance Officer responsible for the Purchase Ledger when requested by the Finance Manager.
* To support the Finance Manager in the management of the School House, to maximise income and ensure a good state of repair.

**Operations Accountabilities****General Private Finance Initiative (PFI) Tasks*** To support with co-ordinating and communicating with relevant staff and Kier FS in relation to the help the school requires from Kier FS for all in school events and specific projects.
* To support with monitoring the maintenance and security of the school site, the buildings and the estate and liaise with service providers to ensure the smooth running of the school.
* To support with maximising funds through rigorous monitoring of the contract and liaison with KCC and Amber Infrastructure, where appropriate to apply relevant financial penalties.
* To support with variations to the PFI contract, including Authority Notice of Change (ANC) and Low Cost Works (LCW) requests.
* To support in liaising with Kier FS and Schools Plus (external letting company) to book extra community hours and to maintain a booking record.
* To support with the development and implementation of an Asset Management Plan to ensure effective use of the school’s loose furniture, fixtures & equipment (FF & E).
* To support the school’s Finance Manager to ensure that all costs relating to the PFI contract and other estate management costs are accurately forecast and accounted for in the school’s budget.
* To support with compiling returns and reports and to oversee site visits as required by the school, Governing Body, Local Authority and the Diocese, such as the Net Capacity assessment and site condition surveys.
* To attend relevant premises and PFI related meetings, as required.

**Health and Safety Tasks*** To support in identifying, monitoring and addressing health and safety issues specific to the school, with consideration to how they relate to students, staff, visitors and contractors.
* To liaise with Kier FS/KCC/Amber Infrastructure and St John’s staff in relation to health & safety matters affecting the school, as outlined in the school’s Health and Safety policy.
* To support in reviewing and updating the Emergency Fire Evacuation Procedure document annually, or sooner if necessary.
* To support in arranging training and sharing protocols in relation to the school’s Fire Wardens.
* In the event of a fire evacuation, work with the ICT Network & Operations Manager and the Headship Team to manage the evacuation; assisting with compiling an evacuation report and following up on any concerns or learning points noted.
* To support in reviewing and updating the following school procedure documents annually, or sooner if necessary: Health and Safety Policy, Emergency Management and Business Continuity Plan, Lockdown Policy and Procedures for Bomb Alerts, Suspicious Packages and Mail.
* In conjunction with the Senior Leadership Team and Heads of Department, who have responsibility for their department’s risk assessments; support with monitoring and evaluating procedures for identifying risk.
* Save risk assessments in a central location and provide appropriate risk assessment templates to staff who request support.

**Other Operations Tasks*** To manage the training records for our school minibus drivers, including; sharing KCC minibus driver expectations, arranging new driver and 3 yearly driver assessments, organising 2 yearly emergency first aid training, undertaking an annual DVLA check on all drivers’ licences and maintaining an accurate record of all checks completed.

**General Accountabilities*** To forge excellent working relationships with all school stakeholders; students/staff/parents/carers/governors/PFI associates/contractors - liaising with all in a professional manner which upholds our Catholic ethos.
* To maintain high standards of confidentiality and GDPR at all times.
* In safeguarding terms, this role involves ‘regulated activity’. You must work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and child protection policies, liaising with the designated safeguarding lead (DSL or Deputy DSL) to promote the best interests of students, including sharing concerns where necessary.
* To be trained in First Aid at Work procedures and to provide ‘on duty’ first aid cover at pre-agreed times in the week, OR to undertake an agreed alternative non-first aid activity that supports the smooth running of the school. Our First Aid Team is made up of several staff members across the school. Full training and support will be provided for this aspect of the role.
* To play a proactive role in upholding and modelling the Catholic Ethos of our school as well as our Mission Statement.
* To undertake any other duties commensurate with this post.
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| **Knowledge & Skills** | The postholder should possess the following knowledge and skills:* Educated to GCSE or equivalent level, e.g.; 5+ A\* to C grades (or level 4 and above grades) at GCSE, including English and maths.
* Excellent ICT skills to include experience of all Microsoft Office systems and SIMS/FMS (SIMS/FMS experience is desirable, but not essential, as training will be provided for the successful candidate).
* Have a financial/analytical approach and have previous experience of working within financial regulations, or a keenness and ability to develop knowledge in this area.
* Must be aware of KCC Financial Regulations and understand other relevant school policies.
* Excellent time management and organisational skills are essential with the ability to work to deadlines and to work under pressure.
* Be willing to work flexibly when the situation requires.
* Work effectively as part of a team.
* To work in a proactive and forward thinking manner.
* Good communication and customer service skills are essential.
* Tact, diplomacy and empathy to deal with a range of situations and an ability to handle confidential material in an appropriate manner.
* To understand and comply with policies and procedures relating to child protection, equal opportunities, health, safety, security, confidentiality and data protection.
* Be willing to undertake specific and relevant training to develop performance and to demonstrate self-reflective practise.
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| **Personal Qualities** | **Emotional self-awareness**Accurate self-assessmentExcellent attention to detailAdaptabilityInitiative/ProactivitySolution-focused approach to problem-solvingResilience**Emotional self-control**TransparencyAdaptabilityAchievement orientationOptimismSelf confidence | **Empathy**Organisational awarenessService orientationTeam work and collaboration |
| **Notes** | * This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year, and it may be subject to modification or amendment at any time after consultation with the holder of the post.
* Employees will be expected to comply with any reasonable request from a line manager to undertake work of a similar level that is not specified in this job profile.
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October 2024