

## CHILDREN AND LIFELONG LEARNING – HR SERVICES

School				
Job No.	Post Title	Grade	JE Pts	Date
C1102	<b>Finance Support Officer</b>	Grade 5	413 NJC	April 2008

### Statement of Purpose

Under the direction of a member of the Senior Leadership Team, organise and deliver effective financial systems within the school.

### Support for Financial Management

- Deliver an efficient operation of the school's accounting function according to agreed procedures.
- Under the direction of the School Business Manager, prepare annual estimates and regular reports upon income and expenditure, monitor accounts against budgets and report to SBM.
- Under direction from School Business Manager, monitor all accounting procedures and identify any problems, including the ordering, processing and payment for all goods and services provided to the school; the operation and regular reconciliation of bank accounts; and preparation of invoices, collection of fees and other dues.
- Support the School Business Manager to maximise income generation within the ethos of the school.

### Support for Financial Administration

- Prepare and present regular financial reports according to agreed procedures.
- To support the School Business Manager planning and preparing the school's three-year budget planning process annually.
- To support the School Business Manager to prepare the preliminary annual budget plans.
- Prepare annual estimates and regular reports upon income and expenditure, monitor accounts against budgets and report on the financial state of the school to the school governors.
- Undertake all the schools accounting systems;
  - Ordering, processing and payment of all goods and services.
  - Operation and regular reconciliation of bank accounts.
  - Maintenance of assets register.
  - Preparation of invoices.
  - Collection of fees and other dues.
  - Recovery of bad debts.
  - Managing school fund or similar budget.
- Prepare for school auditors as required.
- Monitor closely all financial records and tabulations.
- Liaise with Joint Finance Unit.
- Monitor all school trips and ensure appropriate documentation is completed and submitted.
- Managing the school lettings arrangements.

## CHILDREN AND LIFELONG LEARNING – HR SERVICES

### Line Management

- May have line management responsibility of staff.

### Support General Administration

- Undertake general clerical duties as and when necessary, e.g. switchboard, reception duties.

### Support to School (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support 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.
- Assist with pupil needs as appropriate during the school day.

#### **Note 1:**

***The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.***

CHILDREN AND LIFELONG LEARNING – HR SERVICES

**Person Specification  
Finance Support Officer  
Level 3**

Essential Criteria	Measured By
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Several years experience working in an office environment at a senior level.</li> </ul>	AF/I
<p><b>Qualifications/Training</b></p> <ul style="list-style-type: none"> <li>• AAT intermediate, NVQ 3 Business and Administration or equivalent qualification, or experience in relevant discipline.</li> </ul>	I
<p><b>Knowledge/Skills</b></p> <ul style="list-style-type: none"> <li>• Effective use of ICT and other specialist equipment.</li> <li>• Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation.</li> <li>• Very good ICT skills.</li> <li>• Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these.</li> <li>• Ability to organise, lead and motivate other staff.</li> <li>• Ability to plan and develop systems.</li> <li>• Ability to relate well to children and to adults.</li> <li>• Methodical with good attention to detail.</li> <li>• Excellent communication skills.</li> <li>• Good organisation skills.</li> <li>• Ability to prioritise effectively.</li> <li>• Good presentational skills.</li> </ul>	AF/I
<p><b>Behavioural Attributes</b></p> <ul style="list-style-type: none"> <li>• Customer focused.</li> <li>• Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.</li> <li>• Open, honest and an active listener.</li> <li>• Takes responsibility and accountability.</li> <li>• Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service.</li> <li>• Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations.</li> <li>• Is committed to the provision and improvement of quality service provision.</li> <li>• Is adaptable to change/embraces and welcomes change.</li> </ul>	AF/I

## CHILDREN AND LIFELONG LEARNING – HR SERVICES

- |   |  |
|---|--|
| <ul style="list-style-type: none"><li>• Acts with pace and urgency being energetic, enthusiastic and decisive.</li><li>• Communicates effectively.</li><li>• Has the ability to learn from experiences and challenges.</li><li>• Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.</li></ul> |  |
|---|--|

AF

-

Application form

|

-

Interview

### **Note 1:**

***In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:***

- ***Motivation to work with children and young people.***
- ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
- ***Emotional resilience in working with challenging behaviours and***
- ***Attitudes to use of authority and maintaining discipline.***