

JOB DESCRIPTION

Job Title:	Finance Officer
Grade:	7
Salary:	SCP 24 – SCP 28
Conditions of Service:	Support Staff Contract of Employment
Responsible to:	Director of Finance Resource Management

Statement of Purpose

To organise and deliver effective financial systems and procedures within the school, in accordance with support from Trust Central Finance and the Financial Handbook

Support Financial Management

- Management and efficient operation of the school's accounting function according to agreed procedures.
- Provide financial management information to and directly advise the SMT.
- Monitor accounting procedures and resolve 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, and recovery of bad debts.
- Prepare final accounts and liaise with auditors and SET Central in connection with the School Fund account.
- Be a point of contact regard to gifts and other donations.
- To be involved in projects that relate to finance: obtaining quotes, advising staff of best value.

Support for Financial Administration

- Undertake all school accounting systems: which include but is not exhaustive;-
- Ordering, processing and payment of all goods and services.
- Operation and regular reconciliation of bank accounts.
- Preparation of invoices.
- Collection of fees and other dues.
- Recovery of bad debts, music invoices and bounced cheques in relation to all school accounts.
- Managing school fund or similar budget, including banking of monies, chasing bad debts, issuing payments and recording details of laptop contracts.
- Monitor closely all financial records.

- Liaise with SET Central Finance Team/Finance Business Partner and outside agencies and companies.
- Monitor and record all monies for school trips and ensure accounts balance. This includes arranging money movers as payment for trips abroad, ensuring documentation is completed and submitted.
- Help manage the school lettings arrangements where appropriate.

Line Management

- Line management and training responsibility for a small team e.g. finance assistant.
- To take part in Performance Management, including acting as a Team Leader.

Support General Administration

- Undertake general clerical duties as and when necessary e.g. Reception duties, other general school matters.

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

The job holder will be expected to undertake any other duties which are not specifically listed but are within the remit, responsibility and accountability of the job.

Person Specification

Minimum Criteria for Two Ticks *	Criteria	Measured by APP/I/ASS
	Experience <ul style="list-style-type: none"> • Several (3-5 years typically) experience of working in an office environment at a senior finance level. · Some experience of leading a small team 	APP
	Qualifications/Training <ul style="list-style-type: none"> • AAT intermediate, NVQ 3 Business and Finance or equivalent qualification or suitable experience in relevant discipline 	I
	Knowledge/Skills <ul style="list-style-type: none"> • Effective use of ICT and other specialist equipment. • Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation. • Very good ICT skills. • Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these. • Ability to organise, lead and motivate other staff. • Ability to plan and develop systems. • Ability to relate well to children and to adults. • Methodical with good attention to detail. • Excellent communication skills. • Good organisation skills. • Ability to prioritise effectively. • Good presentational skills 	APP/I

	Behavioural Attributes • Customer focused. <ul style="list-style-type: none"> • Has a professional and respectful approach, which demonstrates support and shows mutual respect. • Can demonstrate active listening skills. • Takes responsibility and accountability. • Committed to the needs of the pupils, parents and other stakeholders. • Demonstrates a positive attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. • Is committed to the provision and improvement of quality service provision. • Is adaptable to change/embraces and welcomes change. • Is enthusiastic and decisive. • Communicates effectively. • Has the ability to learn from experiences and challenges. • 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. 	
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MEASURED BY KEY:

APP = Application form ASS = Assessment activities I = Formal interview

In addition to candidates' ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Attitudes to the use of authority and maintaining discipline
- The post holder will be required to have an enhanced DBS check



If a disabled person meets the criteria indicated by the 'Two Ticks' symbol and provides evidence of this on their application form they will be guaranteed an interview.

HH 15/10/2020

Note This job description and person specification conforms to the Shaw Education Trust job evaluation standards and cannot be amended/updated without SET HR approval.

