

# **Job Description**

## **Senior Finance and Human Resources Officer**

### **Grade 6**

The post holder will report to the Head/Business Support Manager. Apart from other colleagues in the school, the main contacts of the job are: Headteacher, teaching staff, other support staff and pupils.

#### **Main Purpose of the Job:**

To provide comprehensive and accurate financial and human resources administration service to the school.

To ensure smooth running and input of relevant data to the payroll process.

To assist the Finance Director in the efficient and prudent management of the school's finances.

#### **Main Duties and Responsibilities**

1. Assist the Finance Director in the efficient and prudent management of school funds through the provision of a comprehensive and accurate financial administration service, including the monitoring of actuals against budget
2. Assist the Finance Director with the provision of a comprehensive and accurate human resources administration service to the School, to include the recording of staff absences and leave, the drafting offer letters, administering the DBS checking process, and the administration of the recruitment and selection process.
3. Ensure the smooth-running and input of relevant data to the payroll process, including the day-to-day management of the payroll provider, ensuring service level agreements are met, the electronic personnel files are accurate and up to date, and data is collated and submitted as required.
4. Undertake procurement and sales revenue procedures, including to raise purchase orders, arrange payment of invoices, liaise with suppliers as appropriate and generate cheques and raise sales invoices.
5. Undertake financial administration procedures, to include journals and the generation of budget holder reports, ensuring that work is accurate, of a high

standard and is in accordance with the school financial procedures and regulations, whilst ensuring the efficient delivery of consistent financial reporting.

6. Prepare regular and ad-hoc material, both manually and through computerised systems, for the Finance Director for evaluation and submission, including reports and financial data.

7. Maintain the asset inventory on the financial system, and assist in the school's asset management process, alerting the Finance Director Manager to any areas of concern.

8. Maintain accurate books of accounts and computer records, which record the school's financial transactions, including order forms, invoices, cash, receipts and other paperwork.

9. Assist the Business Manager with the year-end adjustments, setting the budget and the financial audit.

10. To undertake all administrative and financial tasks relating to the After School Club.

11. To be responsible for the workforce census and submit the return to the DFE.

12. Provide members of staff with advice regarding school financial procedures and regulations.

13. Be responsible for the supervision of other Admin/Support staff.

14. To work as part of a team to support colleagues and contribute to the vision and ethos of the school.

15. To undertake personal development to improve own practice

16. To assist with pupil welfare duties under the agreed system for the school to ensure the safety and welfare of pupils.

17. To assist with school administrative duties including exam invigilation as part of the agreed system for the school.

18. Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and external communications.

19. To converse at ease and provide advice in accurate spoken is English essential for the post.

**Where the postholder is disabled, every effort will be made to supply all**

**necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable, job redesign will be fully considered.**

**Person Specification**  
**Senior Finance and Human Resources Officer**  
**For this job we are looking for:**  
**Grade 6**

Thorough knowledge and understanding of the principles and practices of finance, and significant experience of working in a financial environment.  
An understanding of the requirements for ensuring an efficient payroll and personnel system.

Experience of analysing financial information and using budget monitoring procedures for monitoring income and expenditure.

Ability to analyse complex information and statistical data to produce reports and commentary using spreadsheets and databases.

Excellent IT skills and the ability to use financial management software packages or similar systems.

Ability to develop and review financial systems and procedures and implement improvements.

Effective communicator, both verbally and in writing, with an ability to relate to staff at all levels of seniority.

Excellent numerical skills to check and record accurate financial information, with an ability to proofread large amounts of financial data.

Ability to keep accurate financial records and maintain an efficient filing system.

An understanding of the importance of financial regulations, and a knowledge of such regulations or an ability to learn these through training.

Good organisational skills to meet any financial deadlines as required throughout the school financial year.

Willingness to attend any training courses as may be required in the future.

Willingness to abide by the Academy's and Governors' various policies.

The role holder must have a command of spoken English which is sufficient to enable

the effective performance of the role, including the ability to speak with confidence and accuracy and the ability to listen and respond appropriately dependent on the audience.

## **Personal Style and Behaviour**

Tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues at work.

Self-motivation and personal drive to complete tasks to the required timescales and quality standards.

The flexibility to adapt to changing workload demands and new school challenges. Personal commitment to ensure services are equally accessible and appropriate to the diverse needs of the service users.

Personal commitment to continuous self-development.

Personal Commitment to continuous service improvement.

Personal commitment to the school's professional standards, including dress code, at all times

Be willing to consent to and apply for an enhanced disclosure check to the DBS (Disclosure and Barring Service).