
JOB DESCRIPTION

Job Title: **Finance Officer – 2 days per week, term time only (39 weeks per year)**

Hours of Work: **14 hrs per week, days to be agreed, 8:30 am to 4 pm
(30 mins unpaid lunch break)**

Grade: **SO1 to PO1 depending on experience :**

Line Manager: **Headteacher & Operations Manager**

Main purpose of the job

- Lead for the efficient management of school finance and accounts.
 - To act as a professional adviser to the Headteacher and Governing Board on school finance,
 - To advise the Senior Management Team on school finance.
 - To contribute to the safeguarding and protection of all pupils.
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Supervisory responsibility

Main responsibilities and tasks

Financial Management

1. To lead on financial management in conjunction with the Headteacher.
2. To provide strategic leadership in conjunction with the Headteacher to plan and prepare the annual budget in liaison with relevant staff and present the budget to the Governing Board for approval.
3. Submit the annual budget and ICFP return to the LA in line with their requirements.
4. Prepare the monthly budget monitoring report and update the Headteacher & Governors of any significant changes.
5. To be responsible for the production of financial reports as required.
6. To manage correct reconciliation of bank account.
7. To be responsible for the production of end of month reports to submit to the Local Authority for reimbursement.
8. To prepare and complete correct end of year returns to LA..
9. Ensure effective operation of inventory processes and systems, including the school's asset register.
10. To manage earmarked funding streams and ensure that such funds are properly accounted for.
11. To work with the Headteacher and Operations Manager to evaluate service level agreements, keeping them under review by comparison with alternative providers, and negotiating, managing and monitoring contracts, tenders and agreements to ensure best value and identify any cost savings.
12. To work with the Operations Manager to investigate the availability of funds/grants to be bid for on behalf of the school and advise the Headteacher on the completion and submission of these bids.
13. To ensure that controls are in place for the accuracy of the school's financial management systems.
14. To ensure financial best practice as required by the LA & compliance with financial regulations.

15. To maximise the school's interests within financial, legal and regulatory constraints.
16. To scrutinise and analyse all staff salaries and other expenses paid out of the school account via the Local Authority. To keep staffing calculators up to date and investigate and address anomalies.
17. To prepare for and present for financial audits, responding to any recommendations.

Human Resources

18. To provide advice and guidance to the Headteacher & Operations Manager on the assessment of salaries & expenses

Facilities and Premises Management

19. To work with the Headteacher, Governing Body and Operations Manager to establish a rolling programme of maintenance work within budgetary restraints.
20. To implement risk management and loss prevention strategies in the school to reduce insurance costs, and in the management of any third-party contracts.
21. To review and ensure all invoices submitted for school payment are correct.

General and Administration

22. To attend meetings as required e.g. Full Governing Body, Resources & Health & Safety / Premises.
23. To use ICT effectively in order to manage own workload and the work of those for whom you have supervisory responsibility and to work with the school IT lead & external provider on all ICT aspects within school
24. To 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.
25. To lead on ensuring school policies (relating to finance) are reviewed on time and adhered to as appropriate.
26. To attend relevant meetings and participate in training opportunities and performance development as required.
27. To undertake any other broadly analogous duties as directed by the Headteacher.

Responsibility for Resources

Responsible for the proper use and safekeeping of equipment, keys, passes, post, and other school property related to the role as required.

School Standards

Equal Opportunities

The school has a strong commitment to achieving equality of opportunity and expects all employees to implement and promote its policy in their own work. Primary School is an Equal Opportunities employer. We welcome applications from all sections of the community, irrespective of religion, race, age, colour, gender, sexuality or disability.

Health and Safety

The school is committed to a healthy and safe working environment and expects all its employees to implement and promote its policy in all aspects of their work.

Confidentiality, Data Protection

The school is committed to maintaining privacy of all its staff, pupils and stakeholders. It expects all staff to handle all individuals' personal information and confidential school information in a sensitive and professional manner, including at the point of disposal of data and data storage devices. This post deals with highly confidential and sensitive data and there are particularly rigorous expectations about confidentiality and data protection.

All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

All staff must comply with policies regulating the proper use of computers, email and the internet.

Safeguarding / Child Protection

The school is committed to maintaining appropriate professional standards at work and safeguarding children. It expects all staff to familiarise themselves with and adhere to the 'Code of Conduct' and all safeguarding and child protection guidance, policies & procedures.

The post holder is responsible for formally notifying the Headteacher directly of any changes to status and must, for safeguarding reasons and at the earliest possible time, disclose all new information about cautions, reprimands, final warnings, police enquiries, pending prosecutions, convictions, criminal charges or summonses subsequent to the last DBS Enhanced disclosure.

Signatures – line manager and job holder

Signed.....

Dated:.....

Headteacher

Signed.....

Dated:.....

Postholder

The duties of this post will change and develop over time. It is the jobholder's responsibility, in conjunction with their manager, to regularly review this document and amend it when necessary.