
JOB DESCRIPTION

Job Title : **Finance Officer**

Grade : **Scale SO1**

Line Manager: **Office Manager**

Main purpose of the job

- To work as part of the administration team to support the school in achieving its aims and objectives through the effective and efficient management of the school's finances.
- To ensure full, accurate, and up-to-date financial records are maintained on the school's computerised financial management systems, in compliance with relevant legislation, financial regulations, and school policies.
- To have oversight of all aspects of school financial administration, ensuring transactions are processed efficiently, securely, and confidentially, and that best value is achieved in the use of school resources.
- To promote high standards of financial probity and business ethos, contributing strategically to the effective deployment of resources in support of the school's educational objectives.
- To effectively contribute to the smooth running of the main school office.

Supervisory responsibility

None, except to assist in work familiarisation of new members of staff or volunteers.

Main responsibilities and tasks

Financial Management and Compliance

1. Have day-to-day responsibility for all school financial transactions, including orders, invoices, payments, income, and banking
2. Ensure compliance with financial regulations, including SFVS, VAT and audit standards
3. Maintain, review, and improve financial systems and procedures in line with best practice
4. Ensure all financial records are securely maintained and retained in accordance with statutory requirements

Budget Monitoring and Reporting

5. Monitor the school budget, identifying variances, trends, and irregularities, and report these to the Headteacher
6. Assist the Headteacher in budget planning, preparation, and forecasting, including the preparation of draft budgets for approval
7. Produce financial reports for the Headteacher, budget holders, Governing Body, and Finance Committee
8. Transfer funds between budget headings as directed and in accordance with regulations

Governance and Strategic Support

9. Implement financial decisions of the Headteacher and Governing Body
10. Prepare and present financial information and papers for Governing Body and committee meetings
11. Benchmark financial information and make recommendations to support value-for-money decisions

Income, and Banking

12. Enter and reconcile income, including invoicing external bodies and ensuring all expected income is received
13. Reconcile bank accounts, internet payments, VAT claims, and system balances on a regular basis

Orders, Purchasing, and Assets

14. Manage the full ordering process, ensuring compliance with financial procedures and budget limits
15. Process invoices and payments, maintaining a clear and auditable paper trail
16. Monitor the quality of purchases, review suppliers, and seek best value for money
17. Maintain the school's fixed assets register in liaison with senior leaders and ICT staff

Facilities and External Liaison

18. Liaise with contractors, service providers, and the local authority in relation to facilities and service level agreements
19. Review SLAs to ensure best value and effective use of resources

Data, Confidentiality, and General Duties

20. Analyse and present financial and statistical information as required
21. Work within Data Protection legislation, ensuring confidentiality of staff and pupil records

Responsibility for Resources

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

General

23. To help, where necessary, with pupils who are sick, distressed or injured.
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. To contribute to the review of school policies as appropriate.
25. To assist with the supervision of the pupil(s) out of lesson time, as necessary for their safety.
26. To attend relevant meetings and participate in training opportunities and performance development as required.
27. To undertake any other duties commensurate with the grading of the post as directed by the Headteacher/Office Manager.

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. Beavers Community 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 Professional 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.