

Beavers Community Primary School

Job Description

Job Title:	Finance Officer
Grade:	NJC Scale SO1 Pt 21
Hours:	20 hours a week, 39 weeks a year
Responsible to:	Office Manager
Working with:	Administration Team

Job Purpose

1. 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.
2. 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.
3. 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.
4. 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.
5. To be a positive and proactive member of the administration team, contributing to the ongoing development and improvement of financial systems and procedures.

Key Responsibilities

Financial Management and Compliance

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

Budget Monitoring and Reporting

- Monitor the school budget, identifying variances, trends, and irregularities, and report these to the Headteacher

- Assist the Headteacher in budget planning, preparation, and forecasting, including the preparation of draft budgets for approval
- Produce financial reports for the Headteacher, budget holders, Governing Body, and Finance Committee
- Transfer funds between budget headings as directed and in accordance with regulations

Governance and Strategic Support

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

Income, and Banking

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

Orders, Purchasing, and Assets

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

Facilities and External Liaison

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

Data, Confidentiality, and General Duties

- Analyse and present financial and statistical information as required
- Work within Data Protection legislation, ensuring confidentiality of staff and pupil records
- Undertake any other duties commensurate with the grade of the post as required by the Headteacher

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Person Specification

Essential

Experience

- Significant experience in a finance or accounts role with responsibility for end-to-end financial processes
- Experience of preparing financial reports or information for senior leaders or governing bodies
- Experience of liaising independently with external suppliers or contractors

Skills and Knowledge

- Strong understanding of financial controls, procedures, and audit requirements
- Ability to analyse financial information and explain it clearly to non-finance stakeholders
- High level of accuracy and attention to detail
- Confident user of financial management systems and spreadsheets

Personal Attributes

- Able to work with a high degree of autonomy and professional judgement
- Well organised with the ability to manage competing priorities
- Professional, reliable, and discreet

Desirable

- Experience in a school or local authority setting
- Knowledge of school funding and education finance regulations
- Experience of premises or facilities-related financial management