

## JOB DESCRIPTION

<b>Job Title:</b>	Finance Officer
<b>Grade:</b>	LSEAT Harmonised payscale SP18
<b>Salary:</b>	£24,873FTE
<b>Hours:</b>	36 hours a week, Term Time + 2 weeks (41 weeks)
<b>Responsible to:</b>	School Business Manager
<b>Significant Internal Relationships:</b>	Head Teacher, Head of School, Governors, Senior Leadership Team, Teaching Staff, Direct Reports
<b>Significant External Relationships:</b>	Parents, Visitors, Local Authority, Community Links, Contractors

## JOB PURPOSE

To assist the School Business Manager in their duty to ensure that the school is financially secure and able to meet their educational aims.

To provide financial planning, monitoring and administrative support to meet the needs of the school.

## KEY RESPONSIBILITIES

### Financial Resource Management:

Manage the financial administration within the school, in line with the Trust's financial regulations

1. Use the agreed budget to actively monitor and control performances to achieve value for money.
2. Using the Trust's financial management and accounting software carry out the following tasks for Woodside Academy and Bexley Music:
  - The requisitioning and ordering of all supplies ensuring cost effectiveness for the school

- Receiving and checking supplies and following up all outstanding orders
  - Process correctly coded invoices and payment arrangements in partnership with the Trust
  - Raise invoices for income, ensuring that all grants and top up funding is accessed
3. Manage petty cash and the collection of income and donations from school fund raising events
  4. Reconcile monthly credit card statements with receipt, for Woodside Academy and Bexley Music.
  5. Administer the provision of classroom stationery and consumables, ensuring that supplies are available and that provision is readily available to all staff
  6. Monitor parental payments into the school through the cashless system
  7. Manage the financial aspects of school events and trips
  8. Account for expenditure of Pupil Premium and Sport Grant funding, and any other educational grants
  9. Propose revisions to the budget if necessary, in response to significant or unforeseen developments
  10. Collate up to date budgetary information and provide it the Headteacher and SBM
  11. Advise the Headteacher, SBM and Governors if fraudulent activities are suspected or uncovered.

**General:**

As part of the school office and team:

- Work as part of an administrative support team in the school
- Support the reception services for all callers to the school when required
- Work as part of the Office team to be the public face of the school; greeting and directing visitors, answering and dealing with telephone enquiries, responding to requests from pupils, parents and visitors.
- Provide administrative support for SLT, Teachers and Office Manager.
- Provide cover as needed for other members of the administrative team.
- To provide hospitality as and when required

This job description is provided to assist the post holder to know their principal duties. It may be amended from time to time in consultation with you without change to the level of responsibility appropriate to the grading of the post.

**PERSON SPECIFICATION: Finance Officer**

<b>Qualifications:</b>		<b>Essential</b>	<b>Desirable</b>
Professional financial management qualification			✓
<b>Knowledge and experience:</b>			
Highly developed skills in use of ICT to prepare, analyse and present management information to support effective decision making	✓		
Previous of using a financial management software system	✓		
Experience of education systems e.g. SIMS, Arbor			✓
<b>Skills and competencies:</b>			
Highly developed oral and written communication skills. Ability to communicate in a way which meets the needs of diverse audiences	✓		
Proven ability to develop, implement and update systems	✓		
Ability to work as a member of the team and actively promote teamwork	✓		
Ability to act professionally and facilitate the resolution of any problems including workplace conflict and make the appropriate decisions	✓		
Ability to respond positively to and actively support the Headteacher and senior leadership team	✓		
<b>Other qualities:</b>			
Commitment to high quality service delivery	✓		
Able to maintain confidentiality in all circumstances	✓		
Proactive approach to work being responsive, empathetic and supportive to all within the school	✓		
Flexible to enable a responsive service at all times	✓		
Hard working and enthusiastic presenting a professional manner at all times	✓		
Possess a sense of humour and the ability to be able to multi-task work with energy and enthusiasm	✓		
An understanding of, and commitment to, the Trust's Equality and Diversity policies	✓		
An understanding of, and commitment to, the Trust's Health and Safety Policies	✓		
The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment	✓		