

# Job description

**Job title:** Finance Officer  
**Grade:** Grade 5  
**Reports to:** School Business Manager / Principal and SLT

## Main job purpose

To develop, implement and provide budgetary and financial management services to the Principal/SLT/Governors/School Business Manager, as appropriate.

To develop financial management services to Budget heads within the school as required.

## Main responsibilities and duties

1. To keep the School Business Manager/Principal and SLT informed of significant financial development.
2. To ensure the timely and accurate provision of budget monitoring and other information to managers.
3. To profile accurately budgetary information, to monitor and compare expenditure against budget, highlighting significant variances and investigating the reasons for such occurrences.
4. To ensure, through liaison with the School Business Manager/Principal and SLT that budgets are constantly updated to reflect changing circumstances and requirements.
5. To raise and authorise orders, payments and invoice requests on the appropriate system, ensuring that the correct expenditure codes are used and VAT is recorded correctly.
6. To assist with the debt recovery procedure in respect of unpaid invoices.
7. To produce summary information.
8. To advise on systems and budgetary control, to ensure that appropriate accounting systems are maintained and/or developed as appropriate.
9. To provide advice, assistance and training to budget holders and other staff on financial and budgetary control matters.
10. To collect, reconcile and bank monies as appropriate.
11. To assist in the preparation of the School's annual revenue budget.
12. To assist in the development and maintenance of costing information.
13. To assist School Business Manager/Principal and SLT in securing funds/grants.
14. To assist the School Business Manager and deputise as necessary.
15. Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy



## **Knowledge & skills**

The postholder must have experience of effective financial administration and general accounting practices.

Possession of a recognised accountancy qualification will be an advantage, as will knowledge and experience of education funding arrangements and education finance experience.

## **Supervision & management**

The postholder will often be required to work without direct supervision. Supervision will be present where necessary.

## **Problem Solving and creativity**

To deal with changing and conflicting deadlines and frequent interruptions to work, supervision of staff and allocation of work.

## **Key contacts & relationships**

Daily contact by telephone/face to face with Headteacher/Staff/Pupils/Parents and other visitors to the school.

## **Decision making**

Work to deadlines; to prioritise own workload and allocation of duties to other team members. Frequently deals with non-routine queries and forwarding matter to appropriate staff where necessary.

## **Resources**

General office equipment (e.g. word processor, photocopier, fax machine and telephone).

## **Working environment**

Office based post with occasional driving requirements to attend meetings.

There may be a requirement to process heavy loads of incoming/outgoing mail.

Size, phase and type of school. Responsibility for PC and peripheral equipment.

