



Finance Officer

Job Description

Grade: GR3

1. Job Purpose

To assist in the provision of a quality financial service to the school and to support the general administration of the school.

1.1

2. Key Responsibilities

- 2.1 Assist the school in the preparation and operation of financial plans
- 2.2 ASSIST in identifying procedural and system changes necessary for the efficient management of the school budget
- 2.3 Assist with maintenance of accounting records and providing information to help in the preparation of monthly, quarterly and annual financial accounts.
- 2.4 Data entry and maintenance of accounting records on the school SIMS including printing of regular operational reports from FMS.
- 2.5 Assist with daily operational tasks relating to cash transactions.
- 2.6 Coordinate with departments in arranging for collection of all monies relating to school meals, trips, book deposits etc. and issue receipts.
- 2.7 Assist the School Business Manager with processing of school purchase orders in coordination with departments.
- 2.8 Assist with processing orders, deliveries and invoices
- 2.9 Assist with the daily management of petty cash and the school fund account
- 2.10 Deal with enquiries from suppliers and staff regarding deliveries, invoices and payments.
- 2.11 To be an effective team player
- 2.12 Contribute to various working parties

- 2.13 Provide reports to the school which are accurate and timely and of the appropriate standard
- 2.14 Carry out all administrative functions of the post in accordance with School Policy
- 2.15 Use data management systems to input data and manage data management systems as required.
- 2.16 Liaise with Local Authorities Finance section
- 2.17 Work within parameters of schools financial procedure regulations
- 2.18 Ensure audit trail exists for all aspects of work.
- 2.19 Management of petty cash system
- 2.20 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- 2.21 To ensure all tasks are carried out with due regard to Health and Safety
 - 2.21.1 To adhere to the ethos of the school
 - 2.21.2 To promote the agreed vision and aims of the school
 - 2.21.3 To set an example of personal integrity and professionalism
 - 2.21.4 Attendance at appropriate staff meetings and parents evenings
- 2.22 Any other duties as commensurate within the grade in order to ensure the smooth running of the school to include HR, Health and Safety, compliance and general school administration.

3. Supervision Received

Supervising Officer's Job Title: School Business Manager

- 3.1 Level of supervision:
 - 1. ~~Regularly supervised with work checked by supervisor~~
 - 2. Left to work within establishment guidelines subject to scrutiny by supervisor
 - 3. ~~Plan own work to ensure the meeting of defined objectives~~

4. Supervision Given (excludes those who are indirectly supervised i.e. through others)

Post Title	Grade	No of Posts	Level of Supervision (as in 3.2 above)
N/A			

5. Special Conditions

5.1 None

Person Specification

Lozells School

PERSON SPECIFICATION

Job Title: FINANCE OFFICER

Grade: GR 3

Method of Assessment (MOA)

AF = Application Form; I = Interview; T = Test; P = Presentation

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	<ul style="list-style-type: none"> • Strong numeracy skills. • Commitment to continuous professional development 	<p>accountancy software, including invoice and purchase ledger input</p> <ul style="list-style-type: none"> • Evidence of continuous professional development 	<p>AF/I</p> <p>AF/I</p>
People, relationships and communications	<ul style="list-style-type: none"> • Be willing to work flexibly and is reliable and trustworthy. • Have high levels of personal integrity as befits the role. • Be able to build strong professional relationships with staff and students. • Possess integrity, optimism, resilience, calmness and a sense of proportion. • Have a flexible, creative approach to work, able to deal with conflicting pressures. • Possess excellent written and verbal communication skills. 		<p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p>

	<ul style="list-style-type: none"> • An awareness of Child Protection and Safeguarding regulations in schools 		AF/I
	<ul style="list-style-type: none"> • The ability to converse at ease with parents/pupils and members of the public and provide advice in accurate spoken English is essential for the post' 		AF/I
			AF/I

Signature.....

Print Name

Date