**Job Description – Finance Officer**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|

|  |  |
| --- | --- |
| **Post Holder** |  |
| **Post Title** | Finance Officer |
| **Post Holder Reports to** | School Business Manager, Headteacher & Executive Leadership Team |
| **Scale / Salary** |  Grade 5 SCP 12–15 to SO1 23-25 - £24,608 - £31,308 actual pay  |
| **Key duties & responsibilities / Main School Accounts** | * Using FMS accounting software, to be responsible for the accurate recording of transactions relating to the general ledger, accounts receivable and accounts payable, petty cash and bank account reconciliations.
	+ Monitor accounts email for invoices, statements and queries and deal with these.
	+ Login into supplier sites to download invoices.
	+ Ensure all invoices are authorised by the budget holder and one other (Head, Business Manager).
	+ Code invoices to the correct ledger/cost codes.
	+ Input invoices to FMS system and produce payments (cheques/BACS).
	+ Record direct debit payments.
	+ Record income.
* Be responsible for ordering stock items and stationery for the school.
* Maintain accurate paper and electronic accounting records relating to own areas of operation in line with external audit requirements.
* Manage school meal debts in liaison with the Pupil Administrative officer holding regular (at least month) monitoring meetings.
* Report school meal debt to SBM monthly
* Carry out a monthly audit of outstanding income and report to the Business Manager any debts that are overdue for more than 30 days.
* Provide budget holders with half termly reports on expenditure and highlight when budget are reaching critical levels
* Produce ad-hoc reports on expenditure as required.
* Obtain quotes in line with Wandsworth procurement rules.
* Check order requirements, budget available and place orders with suppliers
* Ensure budget holders are advised in advance of any deadline for placing orders
* Ensure deliveries have been checked and signed for
* Ensure all direct debits and other items are entered on to FMS in a timely manner
* Pass pocket money deposited for residential students is recorded accurately and passed them/residential staff as quickly as possible (no more than 2 days after deposit). Ensure money passed to residential / students is signed for as received
* Provide information and reports for SBM as requested
* Assist SBM with budget preparation
 |
| **Lettings** | * Take booking for lettings
* Maintain an accurate record of school lettings and hire of premises, liaising with new enquiries as required.
* Ensure paperwork for letting is received before start of hire (insurance and safeguarding etc) and a signed agreement has been received
* Produce invoices for school lettings.
* Ensure payment is made in a timely manner
 |
| **School Fund**  | * Maintain accurate records of the School Fund income and expenditure
* Carry out monthly bank reconciliations and prepare statements of expenditure as required.
* Balance School fund cash monthly.
 |
| **Petty Cash** | * Ensure petty cash is available for small purchases
* Ensure all petty cash claims are correct and authorised.
* Maintain records for petty cash & balance monthly
* Prepare end of year accounts for audit
 |
| **BSL Classes** | * Take booking and keep a record of those booked onto classes.
* Alert line manager when classes are reaching capacity and keep a waiting list where appropriate
* Take deposits
* Arrange payment terms & ensure payment are received on time
* Record payments in FMS
* Liaise with Data Manager & exams administrator to ensure accreditations/exams are booked
 |
| **Life Long Learning (LLL)** | * Produce costing for courses in liaison with LLL Staff
* Assist with negotiations with Wandsworth for funding of LLL courses.
* Liaise with HR to ensure appropriate staff have been employed to run courses
* Liaise with Data Manager to ensure accreditations/exams are booked
* Keep records of all LLL expenditure and income
* Produce LLL financial reports as required.
* Invoice Wandsworth LLL for services provided.
 |
| **Projects** | * Assist SBM with managing projects –
	+ Produce project plans / specifications
	+ Obtain quote for work – following Wandsworth procurement procedures and rules
	+ Put together document for Headteacher / Governor sign-off as required
	+ Manage contractors/suppliers
	+ Liaise with site staff re works taking place and any requirements for site opening, permits required etc
 |
| **Resources** | * Operate relevant equipment and complex ICT packages
* Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required
* Manage uniform, snack and other ‘shops’ within the school
* Provide advice and guidance to staff, pupils and others
* Undertake research and obtain information to inform decisions
* Assist with procurement and sponsorship
* Assist with marketing and promotion of the school
* Manage administration of facilities lettings
* Undertake complex financial administration procedures
* Assist with the planning, monitoring and evaluation of budget
* Manage manual and computerised records and information systems
* Analyse and evaluate data and information and produce reports, information and data as required
 |
| **General Administration** | * Provide any other appropriate finance function as required.
* As required, provide system reports relating to accounts payable and receivable as well as budgetary expenditure.
* To be aware and comply with the requirements of the School’s Finance Procedures, Local Authority’s Financial Management Handbook and Whistleblowing Policy in relation to own areas of operation.
* Assist with pupil first aid and welfare duties, looking after sick pupils, liaising with parents/staff etc.
* Use specialist skills to undertake the administration of medical procedures following training.
* Operate relevant equipment and ICT packages (e.g. SIMS, word, excel, databases, Internet).
* Cover reception duties as required, dealing with personal and telephone enquiries and taking action on own initiative as necessary.
* Take and produce minutes of meetings as directed.
* Assist with the preparation of trips, visits, events, parent evenings, prize giving, exhibitions and functions.
* Provide general clerical and administrative support e.g. photocopying, filing, complete standard forms, respond to routine correspondence.
 |
| **Other Responsibilities** | * Undertake any other such duties as the Headteacher may reasonably require from time to time
* Undertake personal development through appropriate training and to keep abreast of current guidance, requirements and good practice in relation to target setting and the effective use of data, actively seeking ways in which to develop information and data streams that aid decision making and benefit the school.
* Undertake any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the job.
* Be aware of and support difference and ensure equal opportunities for all
* Contribute to the overall ethos, work and aims of the school
* Establish constructive relationships and communicate with other agencies and professionals
* Attend and participate in regular meetings
* Participate in training and other learning activities and performance development as required
* Recognise own strengths and areas of expertise and use these to advise and support others
* Be fully aware of and understand the duties and responsibilities arising from the Children Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker’s role within the organisation
* Be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker’s role
* Ensure that the worker’s line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.
 |

 |  |

This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility.

The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and following consultation with you may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Prepared by:

Job Title:

Date:

Date for Review:

Name (Post holder): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_