

Finance Officer/SBM support Job Description

Job Title:	Finance Officer
Grade:	Scale 5
Hours:	Term time
Line Manager:	School Business Manager
Staff Managed:	N/A

Purpose of the Job:

- To provide confidential, administrative and financial and HR assistance to the Headteacher and School Business Manager and to be responsible for matters relating to ordering of supplies, entering financial details for contractors and other suppliers, in order to process the payment of invoices.
- To assist in the management of the school's financial processes, ensuring Local Authority and school procedures are adhered to.

Responsibilities:

1. Clerical Responsibilities:

- Deal with telephone enquires / complaints, attempting to resolve minor matters, ensuring that complaints are dealt with tactfully, and to ensure that more serious matters are referred to the appropriate member of staff.
- To liaise with the school meals service and parents/carers over outstanding dinner monies owed.
- To duplicate, file and retrieve documents as required.
- To be responsible for co-ordinating with members of staff the correct documents are signed, before entering orders onto the RM Finance. Ensuring each item is coded correctly, by obtaining financial coding from the Office Manager/School Business Manager.
- Assist parents in using Parentpay and train staff members on various systems.
- To be responsible for overseeing the unpacking and checking deliveries against delivery note, ensuring that all goods, with the assistance of the Caretaker, are distributed to the relevant department.
- Reconcile delivery notes with invoices, advising the SBM of possible errors.
- To cover the office duties in the absence of other members of the Office staff team within the level and scope of the grade of this post.
To duplicate, file and retrieve documents as required, including confidential information.
- Maintain all photocopiers, ordering supplies, calling out repair maintenance and recording readings.
- Distribute salary slips.

2. Welfare Responsibilities:

- To cover First Aid when necessary.

3. Information Technology:

- Ensure compliance with the Data Protection Act.
- To be fully conversant with Word and Excel and operate all IT systems within the department.
- Word process general and confidential correspondence as requested by the Headteacher and School Business Manager.

- To be responsible for Group call.
- To manage the Parent Pay System for the school.

- To collect, extract and collate data to deadlines, as requested by the Headteacher, LEA and the DFE.

4. Finance:

- To be responsible for all matters relating to the processing of invoices.
- Manage all aspects of purchasing, tracking and paying for orders and services and purchase card transactions.
- Ensure proper banking of all money
- Prepare financial information
- Monthly reconciliation for school funds
- To responsible for co-ordinating with the LA
- Provide information reports to SBM
- Maintain financial information on all school activities
- Monitor and oversee the ordering of supplies, ensuring all LA and school procedures relating to checking and coding are adhered to.
- Ensure value for money when placing orders for supplies and repairs.
- Administer school fund and ensure LA and schools regulation are adhered to.
- Reconciliation of all bank accounts
- Have responsibility for the receipt, safekeeping and banking of all monies received by the school.
- Reconcile sale of uniform, swimming hats and book bags producing a financial report
- To receive monies for safekeeping and assist with banking procedures.
- To ensure expensive items purchased, are security marked and accurately recorded in the Inventory Book.

5. Human Resources

- Ensure all checks and codes for claims forms for salary/wage payments are correct
- Process all overtime claims including all relief staff and extra hours for permanent staff, ensuring payment is on time.
- Supervise procurement staff with coding
- Fire Warden
- Sickness/absence Recording
- Assist in the recruitment process of new staff.
- Action the amendment of any details of existing staff.

6. General Duties:

- The post-holder will be required to cover office duties absence, within the grading level of the post.
- To ensure compliance with appropriate legislation, Council Policies, Financial Regulations and other requirements of the Council.
- To ensure compliance with Health and Safety Legislation, Council, School and departmental Health and Safety Polices.
- To support nurses, school photographer and other visitors to the school, in carrying out their proper functions.
- To ensure letters to parents and other documentation are produced and distributed within agreed time scales.
- Ensure compliance with the Council’s Equal Opportunities in Employment Policy.
- Share expertise and skills with others, including induction for new office staff.
- Appreciate and support the role of other professionals.

The above mentioned duties are neither exclusive nor exhaustive, and the post-holder may be called upon to carry out such other appropriate duties as may be required by the Headteacher within the grading level of the post and the competence of the post-holder.

Finance Officer: **Date:**

Headteacher: **Date:**