

Job Description & Person Specification

Slimbridge Primary School
St. John's Road
Slimbridge
GL2 7DD

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Job Title: FINANCE OFFICER
Accountable to: Headteacher
Grade: Grade 6 Points 15-20 (Salary range £29,093 to £31,586 pro-rata)
Hours: 15 hours per week – 39 weeks per year, term time only.

Must also attend Governors' Finance Committee, three times per year, after school.

JOB PURPOSE:

To manage the school's financial matters as delegated by the headteacher. To oversee financial arrangements and control and to assist the Headteacher in budget reviews and projections, as well as running the overall financial systems such as payroll and invoicing. The postholder is responsible to the Headteacher for his or her duties and any other such duties or responsibilities which the Head may require.

Core purpose and responsibilities:

- To undertake the day-to-day administration of the school's financial systems and assist in the management of finance and resources within the school
- Oversee financial arrangements and control budget reviews, projections, setting and monitoring
- Assist the headteacher in ensuring that financial and statutory regulations and procedures are adhered to
- To work within the main school office and be part of the wider administration of the school

Core duties and responsibilities:

Finance and Accountancy:

- Undertake monthly reconciliation of the school's financial systems and all school accounts
 - Take responsibility for the accurate completion and validity of payroll returns for the payment of all salaries and wages
 - Answer staff pay queries and advise on pay and contract related matters
 - Ensure all staff are paid correctly and in accordance with the most up to date pay scales
 - Prepare and download reports to Gloucestershire County Council for authorisation, ensuring suppliers are paid promptly
 - Manage, maintain and administer the School Funds on a day-to-day basis and prepare annual accounts and FN12 documentation
 - Work with external financial auditors and keep astute financial accounts
 - Orders stock when necessary
 - Maintains and updates the asset register
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- Observes the Financial Regulations
- Download, monitor and reconcile reports using FMS – create monthly reports
- Oversee orders and deliveries
- Have responsibility for ordering and invoicing all goods and serviced, including the checking off and distribution of goods received
- Analyse costs and other statistical records
- Prepare long-term assessments of the school's fundraising and income generation
- Source and write grant applications, being proactive in sourcing grants and trusts to which the school can apply
- Apply for additional sources of funding additional to the school's delegated budget through writing business plans and costings plans
- Keep all school accounts and prepare income and expenditure reports in accordance with financial regulations
- Prepare financial accounts for submission to the Governing Board
- Monitor the school budget and present reports to the Headteacher
- Report on the school's budget to the Finance and Premises Governor Committee on the school's financial position and stability with regard to the chart of accounts and 3-year budget plan
- Scrutinize statements and authorise invoices for payment in accordance with school policy
- Liaise with County Finance Officers and undertake reconciliation
- To bank monies as required
- Manage the invoice and receipts for curriculum activities

General:

- Use microsoft packages confidently
- Use SIMS/FMS/Parentpay and be confident in the use of these digital tools
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with the Headteacher
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace
- Prepare all routine returns to the County and Dfe
- To maintain confidentiality in all personnel matters
- To undertake confidential typing, and clerical procedures relating to staff, appointments, termination, sickness, leave and absences, including the completion of documents for the payment of expenses, salaries and wages

Personnel:

- To advise school staff on pay related matters
 - To advise the headteacher and Governing Body on pay and contractual matters
 - To ensure that all staff are paid correctly and in accordance with the most up to date pay scales
 - To maintain and update personnel files in accordance with safer recruitment and induction
 - Answer pay queries and liaise with payroll
 - Enter staff onto SIMS
 - Monitor budget variances monthly with payroll
 - Enter all staff contracts and changes on the GCC SAP system
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- Ensure correct salary contracts are in place

Personal Qualities:

- The postholder will act as part of a team
- Can multi-task, be adaptive and flexible, working in a busy office environment
- Is able to work collaboratively with others as well as using their own initiative
- Is professional and reliable
- Has good organisational skills
- Enthusiastic yet calm
- Self-motivated

Premises:

- Support the administrator with delegating funds and resources to manage the school site and buildings
- To monitor contracts, tenders and agreements for the provision of support services
- To maximise income generation and energy saving within the ethos of the school
- To maintain inventories of school equipment for audit and insurance purposes
- To ensure insurances are up to date and renewed with certification displayed as required

CRITERIA	ESSENTIAL	DESIRABLE
Safeguarding children	<ul style="list-style-type: none"> • Committed to safeguarding and promoting the welfare of children and young people. 	<ul style="list-style-type: none"> • Has worked within a setting where there are high numbers of vulnerable children and families
Qualifications	<ul style="list-style-type: none"> • Experience of financial management and budgeting • Secure English and Maths qualifications i.e., O Levels/ GCSEs at grade C or above • NVQ Level 4 or equivalent qualification – able to complete complex financial/budgetary calculations • Working knowledge of appropriate school financial policies and procedures 	<ul style="list-style-type: none"> • Experience of line management • Safeguarding training and associated certification • Certificate of School Business Management
Knowledge	<ul style="list-style-type: none"> • Able to complete complex returns, write complex letters and reports • Human resources or financial accounting experience 	
Experience	<ul style="list-style-type: none"> • Proven record of good/outstanding financial accounting experience • Knowledge of working with SIMS/FMS/Microsoft packages 	

Personal qualities and attributes	<ul style="list-style-type: none"> • Ability to communicate effectively in a clear and concise manner • Highly professional, with high standards of personal integrity and commitment • Approachable and accessible to staff • Effective communicator; honest and trustworthy • Positive attitude 	
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Special Conditions

The postholder will be subject to an enhanced DBS disclosure and suitability check to satisfy child protection requirements. The post is exempt from the provisions of the Rehabilitation of Offenders Act and all convictions or cautions must be declared.

At all times ensure that priority is given to the safeguarding of young people and that Safeguarding Policies and Procedures are followed.

This Job Description may be amended at any time, according to the changing priorities of the school as identified within the School's strategic plan and in consultation with the post holder.

Slimbridge Primary School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Having read and understood the job description above, I accept this as a reflection of the job for which I am being employed:

Head Teacher/ Line Manager's signature:

Date:

Post-holder's signature:

Date:
