Job Description and Person Specification
Finance Officer (T23) GR9031

Job details	
Job title	**Finance Officer**
School	
Section	
Location	
GR Number	**GR9031**
Grade	**Scale E**
Responsible to	**Responsible to the School Support Manager or Administrative Officer or Bursar.**
Responsible for	**Where applicable, responsible for clerical staff.**
Effective date	

Role and context

Job purpose

To assist with the:

- management and control of the school's financial resources; and the
- planning, allocating and using financial resources in a manner which satisfies the requirements of accountability and financial control.

Context

Job family: Administration

Other Job Information (e.g. any special factors or constraints)

- This job description is normally found in secondary and larger primary schools.
- Liaises directly with Education Financial Services and external providers of services (e.g. Finance, ICT, Contract Management, Personnel or Payroll).

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Principal Accountabilities	
Accountability	**Order of importance** (1 = most important etc)
Assist in identifying and reporting major variances and the reasons for such variances.	**1**
Responsible for implementing the following and ensuring that each task is carried out as defined in corresponding procedures: a. raising orders for goods, supplies and services; b. producing open commitment reports; c. raising cheques for approved payments; d. ensuring that all payments are properly approved; e. using LMS or cash accounts financial systems; f. maintaining all data records relating to income and expenditure; g. budget reconciliation, as directed; h. producing, as directed, ad hoc reports, including financial or management reports for the school's governing body; i. accounting for all expenditure; j. recording, accounting and banking unofficial funds; k. accounting for and banking all income, including dinner money collected; l. maintaining dinner registers.	**2**
Ensure that the central finance system is maintained and used to record all financial and accounting data.	**3**
Ensure that all properly authorised expenditure is routinely checked for accuracy and to safeguard against error.	**4**
Monitor, as directed, supplier delivery of goods, products and services and report inconsistency with agreed specification, cost or timescales.	**5**
Maintain, as directed, an inventory of assets so that the acquisition and disposal of assets is accounted for.	**6**
As directed, set up and maintain school accounts in accordance with operational and information systems procedures.	**7**
Ensure, as directed, that management or financial information is routinely produced at agreed intervals.	**8**
Maintain current awareness of relevant support service procedures.	**9**
Provide, as directed, administrative support appropriate to the needs of the school.	**10**
To undertake any other duties that are within the grade and scope of the post as determined by the manager/supervisor.	**11**

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Person specification	
Essential	**Desirable**
Qualifications	
• NVQ 2/3 or equivalent qualification or experience in relevant discipline. • Good numeracy/literacy skills. GCSE (or equivalent) in Maths and English. • ICT literate with excellent keyboard skills.	
Experience	
• Sound experience in supporting financial and administrative services that assist the management and control of financial resources. • Good experience of maintaining computerised records and systems.	
Skills/knowledge	
• Able to work as a member of a team dedicated to delivering comprehensive support services. • Able to contribute effectively to deliver services in a manner that complies with regulatory requirements. • Good knowledge of relevant policies/standards/regulatory matters. • Effective use of ICT. • Able to relate to and assist school staff at all levels.	

General information

- The job descriptions details the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes of the job.
- Job holders must be aware of and comply with all current guidance, policies and procedures relating to safeguarding and ensure that they are in accordance with statutory and school safeguarding requirements at all times.
- Job holders must ensure that they have read, understood and act in accordance with current school policies, particularly those intended to protect children and employees, for example, health, safety, welfare, safeguarding and inclusion.
- All work performed/duties undertaken must be carried out in accordance with relevant County Council, department and school's policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.
- Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.

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