



St Matthew's Primary School Job Description

TITLE: Senior Finance Officer
SCHOOL: St Matthew's Primary School
RESPONSIBLE TO: Business and Resource Manager
GRADE: L5

PURPOSE OF POST:

To provide specialist financial support to the School and Resource Business Manager/Headteacher which ensures the efficient and effective operation of the school financial procedures.

ORGANISATION CHART:



PRINCIPAL RESPONSIBILITIES:

Ensure that an effective financial support service is provided to the school by assisting the Resource and Business Manager and Headteacher by providing:

- 1. Financial Procedures and Reporting - To include:** 75%
 - Ensuring that all necessary financial procedures are in place, adhered to and deadlines are met
 - Monitor the school's annual budget in excess of £4.5m. Bring any anomalies or deviations from the budget to the Business and Resource Manager/Headteacher's prompt attention



- Produce a monthly income and expenditure forecast, for schools delegated funds, Devolved Capital and for the Central Area Partnership funds. Report changes to the forecast to the Business and Resources Manager and produce budget virements when required
- Assist the Business and Resource Manager to produce one and three year budgets for the schools delegated budget and for the Central Area Partnership budget.
- Produce year end reports for LMS and prepare the CFR file for upload to the DfE website
- Monitor monthly salary payments to the budget, bringing deviations to the attention of the Resource and Business Manager/Headteacher
- Reconcile the bank accounts monthly and produce the Bank Account Reconciliation reports for LMS
- Produce the monthly VAT return
- Produce annually School Fund Income and Expenditure Statement of Accounts, arrange for the audit
- Ensure that banking mandates for the delegated budget and school fund accounts are updated as necessary
- Secure quotations from a range of suppliers and advise the Headteacher/Governors on a preferred option for major purchases for major purchases
- Ensure that equipment, supplies and resources are ordered to meet timescales and are checked for compliance with order requirements.
- To take responsibility for collecting dinner money debt.

2. Accounting Procedures - to include: 10%

- Coordinating the maintenance of the school's computerised financial information system to ensure full compliance with the Financial Regulations
- Support in the processing of purchase orders, school purchase card expenditure, school petty cash expenditure, banking of school revenue income, purchase card payments and the production of ad-hoc sales invoices and credit control
- Maintain School Fund income and expenditure accounts – record income received and process payments promptly

3. Supervision of Staff 5%

- Supervise the Finance Officer(s), ensuring they are informed, developed and motivated to meet the required quality standards, deadlines and targets. Provide work direction and conduct appraisals, probation reviews as required.

4. Policy and Procedure: 5%

- Ensure that all Financial Regulations, VAT and Audit requirements are fully complied with
- Work with the Business and Resource Manager to ensure that all other staff members follow financial procedures and regulations

5. General: 5%

- Process other work allocated by the Business and Resources Manager/Headteacher of the same level and similar nature to agreed timescales





DIMENSIONS:

Supervisory Management: Finance Officer (s)
Financial Resources: School budget exceeding £4,500,000
Other: Office Equipment
Physical Effort: N/A
Working Environment: N/A

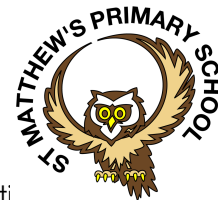
CONTEXT:

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

Disclosures are handled in accordance with the DBS Code of Practice which can be accessed via www.disclosure.gov.uk

'The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.'

'CVs will not be accepted for any posts based in schools'.



Person Specification

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E) :- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable</u> criteria.				
Attributes	Essential	How Measured	Desirable	How Measured
Experience	Substantial administrative and finance experience including use of I.T.	1,2	Experience of working in a school environment is desirable for this post	1,2
	Some experience in a supervisory role.	1,2		
	Demonstrable experience of budget monitoring and financial control	1,2		
Skills/Abilities	Able to use own initiative within defined procedures and policies.	1,2		
	Able to draft reports and letters.	1,2		
	Able to work within and meet competing deadlines and targets.	1,2		
	Able to supervise and build an effective and flexible team.	1,2		
	Able to communicate tactfully and politely with parents, pupils, colleagues, governors and the schools community.	1,2		
	Able to analyse data and information and advise on findings and solutions.	1,2		
	High level numeracy skills to draft and monitor complex budgets.	1,2		
Able to converse with ease with members of the public and companies and provide effective help or advice in accurate and fluent spoken English	1,2, 5			



Competencies	Able to form appropriate relationships with young people.	1,2		
Equality Issues	Able to demonstrate an understanding of equality principles in service delivery and employment	1,2		
Specialist Knowledge	Demonstrable knowledge of relevant ICT systems including word processing and financial packages.	1,2		
	Knowledge of Word ,Excel	1,2		
	Willingness to keep up to date with national and local policies regarding school funding	1,2		
Education and Training	AAT, Certificate in Management, or equivalent or equivalent experience.	1,2,4		
	Evidence of relevant continuing professional development in an accredited area of training or leading to a further professional qualification	1,2		
Other Requirements	Willing to be responsive to the demands of a changing environment.	1,2		
	Willingness to train.	1,2		

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Luton Borough Council's policies are reflected in all aspects of his/her work, in particular those relating to;

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (1984 & 1998)

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people;
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- Emotional resilience in working with challenging behaviours; and, attitudes to use of authority and maintaining discipline.

The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure Barring Service.

