

## **JOB DESCRIPTION**

**SCHOOL:** St Oswald's C. of E. Primary Academy  
Canon Popham C. of E. Primary School

**POST:** Finance Officer

**GRADE:** NJC Scale, Band 5, Point 4 - 6

**RESPONSIBLE TO:** Headteacher and Office Manager of St Oswald's and Canon Popham and the Head of Business and Operations for the Trust

### **Main Purpose of the Job**

To assist with the disciplines of Finance, Estate Management and Administration under supervision from the School Office Manager

### **Main Functions**

#### **Financial Management**

1. To assist the Headteacher on finance related matters ensuring the school makes the best possible use of the resources available, adhering to the principles of best value.
2. To obtain agreement of budgets, and to code income and expenditure against the correct budget cost codes. To advise the CFO on any changes within the management accounts giving details of over spends and underspends.
3. To use financial management information, to identify areas of relative spend, assess trends, and share information with the CFO and SLT at each school.
4. To monitor and review all accounting procedures and resolve any problems including:
  - The ordering, processing and payment for all goods and services provided to the school including the school debit card and petty cash
  - Assist the Head with financial information for budgets e.g SLAs, funding streams, proposed income and expenditure
  - Financial reporting updating regularly to SLT, Governors and the Trust.
  - Maintaining and update an asset register
  - Preparation of invoices and collection of fees and other dues, taking legal action where necessary to recover bad debts
  - Undertake bank reconciliations
  - Processing income within HCSS Finance
5. Assist in the preparation of the final accounts and liaise with the auditors, Head of Business and Operations and Chief Financial Officer.
6. To assist with the financial returns for the DFE, DSAT and the ESFA and other central and local government agencies within statutory deadlines.

7. To maximise income generation within the ethos of the schools.
8. To be familiar and work in line with the Financial Procedures Manual and Financial Regulations.
9. Preparation of financial information for the Internal and External Audits.
10. Accurately recording, counting and banking of monies collected.
11. Prepare, record and monitor various inventories throughout school.

### **Estate Management**

12. To assist the Headteachers with the responsibility for the maintenance of the school site and the buildings working closely with the Site Supervisor. To assist with the preparation of maintenance schedules and the efficient operation of all facilities on the property including legionella, heating, domestic hot water, cooking, ventilation, energy conservation etc and meet with the building's manager as necessary.
13. To assist with the organisation for the installation and maintenance of equipment for protection against and escape from fire in co-operation with the Fire Service. To hold records of and to initiate regular fire practices and alarm tests. To ensure emergency procedures are current and timely.
14. To know about the main health and safety issues specific to the school and how they relate to pupils, staff, visitors and contractors.
15. To Liaise with the Head of Business and Operations for any contracts coming to an end and agree procurement activities.
16. Providing administration work associated with the arrangements for school facilities including catering, transport and bookings for school facilities under the direction of the Head and Office Manager.
17. Providing administration work associated with the letting of the school premises to outside organisations under the direction of the Head and Office Manager.

### **Risk Assessment**

18. To assist the Head with effective Risk Management, for example, in Health and Safety and in the management of any third-party service contracts. To report any health and safety issues to the Trust.
19. To know about risk assessment tools and how to use them to establish hazards within the school and the associated risk involved.
20. To be aware of the importance of a disaster recovery plan and its place within the management procedures of the schools.

- 21 Contribute to the planning, development and organisation of support service systems/procedures/policies with the Head and Office Manager

### **Whole School Administration**

22. To liaise with the Headteachers and Office Manager to assist in the production and review of statutory policies and procedures.
23. To be responsible for obtaining the necessary licenses and permissions and ensuring their relevance and timeliness.
24. Attend Operations Meetings facilitated through the Trust.
25. Attending Governors meetings to present financial data and liaise with the Clerk to Governors to prepare various reports.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.