



CHESTERTON PRIMARY SCHOOL
AND CENTRE FOR CHILDREN AND FAMILIES
JOB DESCRIPTION

POST	FINANCE OFFICER
GRADE	Scale 6, Spine Point 26 - 28
EMPLOYMENT STATUS	Permanent, All Year Round, 36 hours pw
RESPONSIBLE TO	School Business Manager
LOCATION	Primarily at Chesterton Primary School but could be asked to work anywhere within the Wandle Learning Trust.

Purpose of the Job

The Finance Officer will provide financial, operational and administrative support to a nominated School Business Manager, primarily based at Chesterton Primary School; ensuring a high standard of efficiency and effectiveness at all times. They will also work and liaise closely with the finance team of the Wandle Learning Trust (WLT) in the implementation of common financial procedures and processes and finance and administrative staff in the Wandle Teaching School Alliance.

Main Duties and Responsibilities

1.0 Purchase Ledger

- To take day to day responsibility for all necessary accounting procedures associated with the purchase ledger function, such as requisitions, purchase orders, invoicing, cheque issue etc
- To ensure that new suppliers are set up correctly on the finance system and input all necessary details e.g. VAT numbers etc. To update any changes, ensuring verification procedures are followed.
- To ensure that School and WLT guidelines are followed through the entire purchasing process and that purchasing is compliant with WLT procedures.
- To produce a half termly report for the SBM on invoices paid without a purchasing order having been made,
- To educate and train staff on how to raise requisitions and orders correctly, including: advising on best value suppliers and suggesting areas for economies of scale.
- Ensuring sufficient departmental or school funds are available prior to processing orders
- To ensure that all invoices are paid within trust guidelines.

2.0 Income Administration

- 3.0** To collect and reconcile parent and 3rd party contributions for areas such as educational visits, school meals for staff and students and lettings etc, undertaking accurate collection, banking and uploading information on to the School gateway system.
- To produce reports on “non payers” and outstanding debts half termly and recover debts using WLT guidelines and bringing issues to the attention of the SBM or Headteacher.
 - To ensure that the school moves as far as possible to being a “cashless” school
 - Receipt, recording, safekeeping and banking of any cash income that is received.
 - To administer the financial aspects for the hiring of school facilities.
 - Under the direction of the SBM in ensure that all income journals are posted correctly to the finance system.



4.0 Financial Administration

- To ensure that trust month end procedures are followed accurately and to deadline as directed. This to include supporting the SBM and TSM in ensuring journals are posted as directed etc.
- Maintain the school's financial and operational information systems and assist in the preparation of financial reports, i.e income/expenditure reports under the direction of the SBM
- Effectively use the finance system (Ps Financials) and excel to produce budget reports and analysis as requested.
- Administer all of the main school bank accounts.
- Ensure the monthly reconciliation of bank accounts
- Where applicable deputise for the SBM and/or Teaching School Manager on finance matters
- To manage "petty cash" on a day to day basis, ensuring accurate reconciliation of balances, receipts and expenditures.
- To ensure that correct authorisation procedures and processes are complied with.

5.0 General Administration

- To organise and prioritise workload on a daily basis to ensure deadlines are met, using own initiative and working knowledge, with minimum supervision from the SBM.
- Manage manual and computerised records and information systems
- Analyse and evaluate data and information and produce reports, information and data as required
- Undertake word-processing and complex IT based tasks
- Provide administrative and organisational support to other staff within the school or trust.
- Complete and submit complex forms, returns etc. including those to outside agencies e.g. DfE, LA
- Communicate effectively in writing, on the telephone and face to face with relevant outside agencies.
- Ability to build and maintain effective working relationships with a wide variety of people.
- Be an effective member of the School Office Team, providing cover for other team members where appropriate and performing reception duties as necessary or as directed by the SBM.
- To work across the WLT finance community to share improvements and develop improved policies, systems, processes

6.0 General Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos, work and aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- The post holder will be expected to take on other duties and responsibilities commensurate with the grade of the post as directed by the School Business Manager or Director of Finance & Business for the WLT.

Although some specific responsibilities may be fixed as part of an individual's job description, there will be a regular audit of tasks and responsibilities within this job description to ensure they meet the needs of the business in the future. Some tasks or aspects of responsibility may change over time in response to internal and external changes or to maximise opportunity for professional development and the need to ensure a collaborative approach to all aspects of work. Any significant changes to this job description will be discussed with the individual.



6.0 Person Specification

Job Title: Finance Officer

	Essential	Desirable
Qualifications		
NVQ 3 or equivalent	✓	
Accounting Qualification (Part/Fully Qualified)		✓
Experience		
Experience of using Microsoft Office Suite, particularly Excel	✓	
Experience of using Email/Internet	✓	
Experience of using computerised finance systems	✓	
Experience of using PS Financials		✓
Experience of the fundamentals of financial and budgetary control	✓	
Experience working in a school or educational setting		✓
Experience of working with the general public	✓	
Experience of using School gateway system		✓
Skills		
Personal		
Must be well organised	✓	
Ability to work under pressure and ensure deadlines are met	✓	
Ability to work independently and as part of a team	✓	
Ability to organise and prioritise workload and work on own initiative	✓	
Ability to demonstrate high standards of literacy and numeracy	✓	
Ability to maintain high standards of accuracy and have a calm methodical approach to work	✓	
Administrative/Financial		
Experience of using, maintaining and developing finance systems	✓	
Ability to produce and analyse basic financial reports	✓	
Ability to communicate effectively with external suppliers	✓	
Ability to communicate effectively with other school and trust staff	✓	
Ability to find solutions to financial and administrative problems	✓	
Ability to maintain accurate records and filing systems	✓	
Relations		
Have excellent interpersonal skills, able to interact with staff at all levels.	✓	
Ability to show sensitivity and objectivity in dealing with confidential issues	✓	
Ability to develop good relations with staff and pupils and the wider school and trust community	✓	
IT Skills		
Fast and accurate keyboard skills	✓	
Word processing and ICT skills	✓	
Good understanding of databases		✓
Ability to use Excel to a good level to develop and produce financial information.	✓	
Good skills with the main Microsoft Office software	✓	