**JOB DESCRIPTION**

**TITLE: FINANCE AND ADMIN OFFICER**

**SCHOOL: YEW TREE PRIMARY SCHOOL**

**RESPONSIBLE TO: DEPUTY HEADTEACHER**

**PURPOSE OF POST**: Working with the Headteacher and the Office Manager, in accordance with agreed priorities and policies, and consistent with national and local negotiated agreements and regulations as may pertain, to:

**Strategic responisiblities**

1. To be responsible for the management and administration of the school’s finances under the direction of the Headteacher
2. To attend Governors Building and Finance Committee meetings. To attend other meetings as appropriate in order to provide expertise, advice and information on business issues.
3. Prepare regular finance/budget monitoring reports, cash flow forecasts, management accounts and complete financial returns as required by the DFE and LA to agreed deadlines (to be checked by the Headteacher before being sent)
4. To ensure that the school has appropriate financial systems and accurate records and manage all aspects of the school’s finances and funds in accordance with agreed policies and reporting schedules.
5. To implement effective operation of financial control and ensure value for money is achieved.
6. To maintain effective systems of internal control with due regard to separation of duties.
7. Understand the effects and implications of government policies, legislation and directives
8. Advise the Head teacher and Governing Body on the development of the extended school and lettings.
9. Contribute to the planning, development, improvement and supervising of the wide range of support services required to help the school achieve excellence in the full range of its activities;
10. Work as a highly professional and dedicated member of the school’s overall complement, in many cases as the first point of contact within the school;

**Finance**

1. Under the direction of the Headteacher manage the accurate recording of all income and issue receipts as appropriate; school meal payments, school trip money, snack fees and any other monies received.
2. Preparation for and retention of SFVS.
3. Monitor / oversee all accounting procedures and resolve any problems, including:
4. Ordering, processing and payment for all goods and services.
5. Operation of all bank accounts (ensure monthly full reconciliation, including a check on receipts).
6. Preparation of invoices and collection of fees and other dues in a timely manner
7. Bank all income weekly in line with school policies and procedures.
8. Liaise with parents/carers regarding payment methods and send letters weekly/fortnightly to parents to recover any debts.
9. Oversee the production of VAT returns on a monthly basis
10. In line with the school’s financial procedures order resources, equipment, materials and services whilst ensuring best value. Ensure all goods/services received are accurate with order requisition.
11. Ensure the school makes the best possible use of resources through consideration of all financial implications
12. Produce timely and fully costed proposals and ensure they are sustainable
13. To oversee banking arrangements
14. To work with budget holders to ensure compliance and efficient disbursement of the budget.
15. Under direction from the Headteacher / Office manager negotiate and monitor finance service contracts, tenders and agreements to secure best value, monitor the standards and cost effectiveness of these.
16. To work with auditors and the Headteacher to ensure best practice.
17. As required by the relevant education authorities, maintain appropriate registers and records relating to school meals service and prepare monthly returns to Local Authority.
18. Under direction of the Headteacher / Office Manager analyse and investigate financial information in order to produce reports and financial statements in accordance with financial procedures.
19. Monitor / oversee the school cheque book account and the petty cash account

**Administration and Communication**

1. Be the first point of contact for receiving finance based telephone calls.
2. To promote a positive image of the school when dealing with members of the public and outside agencies.
3. To liaise and communicate effectively with Governors to ensure information for meetings is circulated in a timely manner.
4. Assist the Office Manager to identify, design and implement appropriate systems and procedures within the office and monitor and review the effectiveness.
5. Under the direction of the Office Manager manage files/records/reports as an evidence base for the Ofsted framework.
6. To undertake reception duties, acting as first point of contact with the school, responding to enquiries and receiving visitors to ensure a positive reception experience when required.
7. Assist with the administration of school lettings and other uses of school premises.
8. Complete and submit complex forms and statutory returns to internal and external bodies.
9. Assist with marketing and promotion of the school.

**ICT**

1. To assist with the development of the effective use of SIMs and FMS, (the school’s databases), to meet continually changing school needs.
2. Create and use complex Excel spread-sheets, Word documents, database reports and other complex IT based tasks.
3. Management of data supplied to and used by the school; including the accurate input and retrieval of pupil data and census information.
4. To operate office-based new technology equipment and associated clerical systems.

**School Health, Safety and Welfare**

1. To implement and uphold the schools policies, procedures and codes of practice including those relating to finance, ICT, equality and diversity confidentiality and data protection.
2. Ensure that school registration and school meal ordering systems are correctly administered and report on their effectiveness.

**General duties and self-development**

1. Review and develop own professional practice, undertaking relevant training as required and constantly strive to improve systems/procedures so that school meet targets and priorities.
2. To work effectively in a team to contribute to the overall ethos/priorities/aims of the school.
3. To complete all tasks in a way which will reflect and help maintain the character and ethos of the school.
4. To work flexibly in the interest of the school and undertake such additional duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

**Health & Safety**

The person appointed must at all times work within the requirements of the Health and Safety at Work Act 1974, current Health and Safety legislation and the School’s and LA’s policies and procedures.

Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

This job description may be reviewed at the end of each academic year or earlier if necessary. In addition, it may be amended at any time in consultation with the postholder. The postholder will be expected to participate in the School’s performance management programme for support staff and to participate in appropriate staff training and development activities.

This School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

**PERSON SPECIFICATION – FINANCE AND ADMIN OFFICER**

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| **QUALIFICATIONS AND EXPERIENCE** |  |
| Educated to GCSE level including English and Maths at Grade C or above, or equivalent qualifications | E |
| Appropriate financial qualifications(s) and / or significant experience within the field | E |
| Evidence of finance, business and administrative experience to support the day to day running of  a fast paced environment | E |
| Experience of working in an educational and/or social care setting with young people. | D |
| Experience of budget planning, monitoring and producing reports | D |
| **SKILLS AND KNOWLEDGE** |  |
| Experience of using SIMS, FMS and HCSS | D |
| Effective communication with children, carers and other professionals, including a good telephone manner | E |
| Ability to work as part of a team in a busy office environment | E |
| Ability to work on own initiative within school’s protocols/procedures. | E |
| High level of organisation and record keeping | E |
| Ability to work under pressure and meet deadlines | E |
| The ability to maintain confidentiality at all time | E |
| Excellent ICT skills | E |
| Willingness to undertake further training as and when required | E |
| **DISPOSITION / PERSONAL QUALITIES** |  |
| Ability to maintain a professional manner in challenging situations. | E |
| Commitment to the promotion of Equal Opportunities. | E |
| Ability to persuade and negotiate as well as good interpersonal/ communication skills | E |
| Commitment to continued personal development and training. | E |
| Commitment to safeguarding and promoting the welfare of children and young people. | E |
| Willingness to undergo appropriate checks, including enhanced DBS checks. | E |

**For information**

**Category (E) – ESSENTIAL - without which the candidate would be unable to carry out the duties of the post**

**Category (D) – DESIRABLE FEATURES which would normally enable the successful candidate to perform the duties and tasks better and more efficiently than one who did not have the qualifications, training, experience etc.**