**BROADHEATH PRIMARY SCHOOL**

**JOB DESCRIPTION**

**Post Held:** Finance Officer

**Salary Scale:** Band 4 Term Time only (39 weeks)

**Hours:** 20 hours per week

**PURPOSE OF ROLE:**

To organise, maintain and monitor the school’s financial systems in accordance with Trafford guidelines and in partnership with our Finance consultants – Altrincham College Finance Services. The Finance Manager is responsible to the School Business Manager.

**SPECIFIC RESPONSIBILITIES:**

Reporting to the School Business Manager, the Finance Officer is responsible for all financial processes and procedures of the school including the following areas:

**Finance**

* Manage the school’s financial procedures including the recording of all income and expenditure. Carry out bank reconciliations, and the input and submission of VAT returns and cheque processing. Ensuring that the school’s financial and administrative procedures meet the requirements of all relevant financial regulations.
* Manage the ordering and invoicing of all goods in accordance with Trafford’s Financial Guidelines.
* Take a lead role in the planning and development of the school’s financial records and information systems, including monitoring of policies and procedures.
* Provide interim and annual budget statements for the Governor Finance and Staffing Committee, CFR returns, Cost Centre Reports, financial summaries, Statement of Internal Control, Scheme of Delegation and Best Value Statement.
* Manage the tendering process for yearly Staff Absence Insurance.
* Monitor and maintain accounts for all budget areas.
* Manage the administration of downloading File Transfers and carry out Reconciliations using Trafford’s mainframe links.
* Take a lead role in managing the school budget, in partnership with the Headteacher and Schools Finance Support Officer.
* Manage the recording of income and expenditure for the School Fund and Holiday Account including monthly reconciliations and organising the annual audit of the School Fund and Holiday Accounts, ensuring that all School’s financial procedures meet SFVS requirements.
* Attend Finance User Group meetings.
* Management of facilities, including premises, lettings, catering and liaising with external contractors – This includes management of all lettings of school premises accounts and regularly evaluating and reviewing the lettings.
* Manage the Nursery placements which includes, liaising with parents, raising contracts, and half-termly invoicing.
* Provide regular finance updates to the Finance and Staffing Committee of the governing Body. This includes attending the Finance and Staffing Committee meeting once per half term 4-5pm.
* Compilation of all School Finance Policy and Procedure documents, reviewing these on a regular basis.
* Procure quotes when necessary.
* Manage the Parent pay System including school trips, events and dinner money, with responsibility for end of year procedures.
* Manage and recover outstanding debts.
* To manage the system for nursery admissions, including allocation of places and contact with parents. Ensure 30 hour codes are received from parents, raise relevant invoices for all charges.

**General**

* To work efficiently and effectively as part of a team, and display willingness to take on other duties that may arise as part of the role.
* To display a commitment to the protection and safeguarding of children and young people, and to maintain confidentiality in all dealings with pupils, parents and external bodies.
* Undertake reception duties when necessary, including response to telephone and personal enquiries.

**Education and Experience**

A high standard of computer literacy and financial administrative experience is essential.

Appropriate secretarial and word processing qualifications are required.

Ideally, the post holder will have received formal training in the use of Capita SIMS.net computerised management and financial systems.

The post holder would be expected to maintain an ongoing programme of continuing professional development keeping abreast of new resources and technologies.

This job description may be amended at any time after discussion, but in any case will be reviewed within one year.