



## Job Description

This school/college is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

<b>Post</b>	Finance officer
<b>Scale</b>	£27,711 FTE - £30,060 FTE (Dependent on experience)
<b>Accountable to</b>	Headteacher

### Purpose or Function of The Job

To work as part of the administration team in supporting the school in attaining its aims and objectives by managing the finances of the school with the object of providing the most effective and efficient service to the school. Ensuring that proper accounts are kept, maintaining and inputting data onto computerised financial management systems. Ensuring that information contained therein is up to date, accurate and complies with relevant legislation and policy.

### Main Responsibilities:

1. To deal with all day-to-day financial matters, including correspondence, orders, invoices and payments, monitoring expenditure and budgetary performance to ensure that spending is within approved limits and in accordance with adopted procedures and regulations.
2. To maintain and reconcile all bank accounts ensuring that they do not overdraw.
3. To manage all school fund and associated bank accounts ensuring audit carried out at year end.
4. To prepare budgets with accountancy advice within timetable for final approval.
5. To monitor the school budget and report regularly to the Headteacher. Advising on budget position and reporting difficulties in order that corrective action can be taken.
6. To ensure that the school complies with VAT legislation.
7. Ensure the safe collection, reconciliation and banking of all cash transactions.
8. Maintain fixed assets register liaising with Head of Departments.
9. Ensure appropriate insurance cover is in place for school property, buildings and personnel.
10. Maintain confidential records on employees' salaries in order to ensure that expenditure under this heading is controlled. Reconciling payments made by payroll provider to ensure accuracy.
11. Liaison with appropriate staff and co-ordinate expenditure on INSET etc.
12. Locating, collating, analysing and presenting information. Keeping analyses of costs and other statistical information.
13. Supervising the computer financial systems ensuring that the necessary backups are made.
14. Co-ordinate the duties of the Finance Assistant and supervise the work done.
15. Including logging all sickness and other absences of all employees.
16. Any other duties relevant to the post.