Job Description

Job Title: **Finance Officer**	**Post holder at date of update:**
Section: **Finance and Administration**	**Job Number:**
Grade: **Scale Scale 5/6** 36 hours per week, 41 weeks per year (term time plus 2 weeks)	**Date last reviewed** **24/02/2020**

EQUALITY AND DIVERSITY
We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

Person Reports to: School Business Manager

Person Supervises: N/A

PURPOSE OF JOB:

The Finance Officer is responsible for providing an efficient and accurate finance and accounting service to the school, also supporting the Business Manager with budget management & reporting, data analysis, payroll administration, submission of returns and reconciliations.

Roles and Responsibilities

This list of roles and responsibilities is intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be

expected to carry out such other reasonable duties which may be required from time to time.

Main Duties

Finance - Processing transactions

· Enter transactions into the school's financial accounting system (FMS), including the processing of journals

Finance – Purchasing

· Assist school staff in sourcing suitable products using 'best value' principles

· Raise and send purchase orders/log commitments on the school's accounting system

· Where appropriate, and in accordance with the card use policy, purchase goods using the school's purchasing card, entering the appropriate commitment onto FMS

· Validate and process invoices and generate BACS payments

· Maintain accurate supplier details on FMS · Investigate and resolve any creditor queries

· Create invoices for funding claims and school supplied services using FMS

· Chase outstanding payments, reporting any issues to the School Business Manager

Finance – reconciliations

· Reconcile the purchase card statements monthly

· Reconcile receipts via ScoPay

· Undertake other reconciliations as requested by the Business Manager Income management

· Undertake all general administration and housekeeping for the ScoPay system and act as point of contact for all parents and staff

· Deal with all queries and discrepancies

· Undertake the input of all income received via ScoPay into FMS

· Chase debtors, reporting any issues to the Business Manager

· Process any cheques or cash received directly to the school, prepare banking sheets/paying in slips and arrange delivery to the bank and ensure these are posted and reconciled into FMS.

School trips

· Manage the administration and payments for all school trips.

Returns

· Produce and submit VAT reclaim to HMRC monthly

· Produce other returns as directed by the Business Manager/Finance Consultant.

Budget Management

· Assist the Business Manager in the review of performance against budgets and plans, identifying variations and producing reports and analysis as required

· Present reports to the Business Manager/Head Teacher as required

Payroll processing

· Prepare information for processing by the school's payroll provider in accordance within agreed timescales, including contract variations, adjustments, starters/leavers, absence reporting

· Following authorisation, post the payroll expenses into FMS

· Assist the Business Manager in dealing with payroll-related queries, e.g. in relation to pensions and tax

· Assist the Business Manager in ensuring statutory returns are produced.

General

· Provide cover for other members of the administration team as required and directed by the Business Manager

· Carry out any other duties as directed by the Business Manager or Head Teacher commensurate with the general level of responsibility of the post.

Person Specification

Job Title: **Finance Officer**	**Department:**
Division/Section:	**Job Number:**
Grade: **Scale 5/6**	**Date last reviewed:** **Feb 2020**

IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

CRITERIA	**METHOD OF ASSESSMENT**
EQUALITY AND DIVERSITY	

We are committed to and champion equality and diversity in all aspects of employment within the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.	
KNOWLEDGE: Awareness of current and emerging trends in education policy nationally and locally Knowledge of school budgetary systems and how to monitor them effectively Knowledge and understanding of financial management principles and good practice, including audit requirements Understands the importance of teamwork and team building techniques Knowledge of education sector specific legislation, regulation, guidelines and codes of practice relevant to the post.	Application Form/ Interview/ Certificate/Test (delete as applicable)

SKILLS AND ABILITIES: Ability to apply time management planning and delegation tools effectively Demonstrates a problem solving approach to all areas of work Ability to communicate effectively with colleagues, governors, parents, the LA and other stakeholders Able to access, analyse and interpret detailed information	Application Form/ Interview/ Certificate/Test (delete as applicable)
PERSONAL STYLE AND BEHAVIOUR: Ability to exercise confidentiality and Discretion of sensitive matters. Ability to work, at times, in demanding and stressful situations Acts with integrity, honesty and fairness	Application Form/ Interview/ Certificate/Test (delete as applicable)