LONDON BOROUGH OF NEWHAM **JOB DESCRIPTION**

Title of Job: Finance Officer Section: School
Scale: Scale 5

JOB DESCRIPTION

Person Reports To: Head Teacher

Person Supervises: No supervisory responsibilities

Purpose of Job: To provide support to the Head Teacher in the financial administration of the school.

Equal Opportunities: The Council has a strong commitment to achieving equality of opportunity in both services to the community and the employment of people and expects all employees to understand and promote its policies in their work.

Duties and Responsibilities:

1. To operate the school's financial procedures in accordance with the appropriate regulations
2. To maintain the schools Petty Cash and School Fund accounts
3. To carry out financial procedures for the operation of the main school bank account including bank account reconciliations
4. To process 'Actuals' consulting other members of school staff and/or other Council staff as appropriate
5. To process orders and invoice
6. Prepare banking information for the process of paying clients through BACS
7. To monitor the school budget and prepare reports for the Head Teacher, post holders, school governors and education finance
8. To prepare reports as required by the DfE and other Education Departments including PLASC
9. To ensure that all banking systems are up to date and accounted for
10. To highlight and report any discrepancies to the Head Teacher
11. To prepare responses to requests for financial information and to keep the Head Teacher updated on progress with all matters
12. To contact various Council departments and outside agencies, representing the schools interests and presenting its positive image
13. To us information technology, carrying out word processing and other functions as required

14. To keep information recorded on the SIMS personnel module up to date
15. To ensure that all banking is accounted for and collected in a timely manner
16. To keep up to date with training requirements with regard to changes as they affect school administration; in the law, budget, technology and personnel management
17. To control, distribute and prioritise workload
18. To be tactful and have respect for the need for confidentiality to all concerned including members of staff and the parents
19. To undertake such other tasks as may reasonably be requested by the Head Teacher

YOU ARE ADVISED TO NOTE THE FOLLOWING CAREFULLY

The requirements listed below are all essential to the job, so you must show how you meet all of them. Where the application form is shown as a method of assessment, you must show on the form how you fulfil the criteria, even if other methods of assessment are shown. If you do not, you will not be short listed. Rather than simply repeating your career history, look at the skills and experiences required by the job and provide evidence that you possess them, by giving specific examples.

Criteria	Essential/ Desirable	Method of Assessment
Qualifications		
1. GCSE – C or above in Mathematics	E	Application Form
2. Finance qualification AAT or equivalent	D	Application Form
Knowledge		
3. Able to understand and interpret a wide range of financial data	E	Application Form / Interview
4. Able to use FMS and SIMs	E	
5. Knowledge of office procedures and practice	E	
6. Understanding of accounting principles and the workings of financial systems and procedures	E	
7. Full working knowledge of relevant policies/codes of practice/legislation related to schools	E	
8. Knowledge of payroll systems	D	
Experience		
9. A minimum of three years' experience of financial management within a school setting	E	Application Form / Interview
10. Experience of processing, tracking and recording incoming and outgoing transactions, cash flow monitoring and handling of cash	D	
11. Management of accounts and preparations of various reports e.g. budget holder accounts	D	
12. Experience of working in a team	E	
Skills and Abilities		
13. Good personal organisation and time management skills, including the ability to initiate and self-motivate	E	Application Form / Interview
14. To be able to monitor financial plans and their effects in the school environment	E	
15. Able to present financial information in a meaningful way, appropriate to the audience	E	
16. Effective decision making, excellent attention to detail	E	
17. Computer literate and IT experienced with a comprehensive knowledge of FMS, Microsoft Office 2010, in particular Excel	E	
18. Devolve responsibilities, delegate tasks and monitor practice to see that they are being carried out	E	
19. Good written and verbal presentational skills	E	
20. Ability to persuade, motivate, negotiate and influence	E	
Personal Style and Behaviour		
21. Discretion when dealing with confidential matters	E	Application Form / Interview
22. A demonstrable commitment to maintaining and enhancing excellent relations with all stakeholders	E	
23. Able to think laterally and to offer innovative ideas	E	
24. Open minded and receptive to new ideas, approaches and challenges	E	
25. Prepared to work with flexibility	E	