# Job Description

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| **Job Title:** Senior Finance Officer | **Service Area:** Finance & Corporate Services |
| **Grade:** PO2 | **Job Number:** 022 |
| **Date last updated:** February 2019 | **Date of last evaluation:** February 2019 |

Our purpose is to advance children and young people's education and improve the lives of all members of the community. We provide solutions that free up leadership time allowing schools to concentrate on teaching and learning through a one-stop shop for school services. Providing flexible and bespoke support for schools' Education ICT, HR, Governor Services and School Management.

All NPW employees are expected to deliver high performance, be focussed on continuous improvement and development, work flexibly, and be customer focussed.

## Job Context

To deliver high quality financial services to NPW's school customers as well as the various internal services, departments and partners. Working alongside the Finance Controller to manage, maintain and develop a fit for purpose finance function that will provide effective finance systems and processes.

1. The post holder reports to the Finance Controller
2. The post holder has line management responsibility of the Finance Officer.
3. The post holder may be required to work evenings, in order to meet service requirements.

## Key Measures

- Meeting KPI's
- Customer Feedback
- Financial Reports

## Key Accountabilities

Key tasks and accountabilities are 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.

**Purchase Ledger**

- Ensure all expenditure invoices, expenses and cheques are processed on Sage accurately and in a timely manner.
- Monthly reconciliation of supplier statements
- Ensure all BACS payments are processed in accordance to the financial delegations and ensuring sufficient funds are available before payments are made
- Monthly reconciliation of creditor accounts
- Monthly review of aged creditors, raising any major queries promptly and instigating consequent actions
- Ensure new suppliers are approved by the Financial Controller (FC) or Director of Resources and Operations (DRO)
- Ensure all changes to supplier records are approved by the FC or DRO.
- Create and maintain individual creditor accounts, ensuring the names, addresses, bank details and all other details are accurately recorded.
- Raising Purchase Orders through Sage based on quotes from budget holders.

**Income**

- Process all sales invoices accurately and in a timely manner
- Ensure mark-up on sales are accurately processed through Sage
- Reconcile and review the debtors position on a weekly basis, raising any major queries promptly and instigating consequent actions
- Reconcile the SLA income against the Business Development Teams (BDT) records ensuring the amount invoiced and the BDT records are aligned.
- Create and maintain individual debtor accounts, ensuring the names, addresses, and all other details are accurately recorded.
- Cash and bank monitoring – reconcile current bank account on a weekly basis

**Payroll**

- Direct Debit collections for school's payroll at the agreed times
- Reconciliation of client/payroll bank account twice a month, once for support staff and once for teachers.

**Business Support**

- Assist the financial controller in the preparation of the monthly management accounts pack
- Distributing the monthly management accounts by the 10th working day
- Assist the financial controller with the processing of monthly prepayments and accruals
- Reconciliation and control of pass through accounts
- Assist in the reconciliation of prepayments, accruals and deferred income accounts
- Maintain and review a fixed asset register, ensuring monthly depreciation is posted accurately onto Sage and assets
- Assist with the external audit process, liaising with the auditors and providing information as required

**Other**

- VAT submissions on a quarterly basis, accurately and timely ensuring correct VAT codes are assigned
- Liaise with budget holders to ensure reports are accurate and any queries are dealt with in a timely manner
- Queries with internal and external stakeholders dealt with in a timely manner
- Email queries responded within 48hours
- Any other ad-hoc duties as requested by the Finance Controller

# Person Specification

Services for schools, owned by schools

## SAFEGUARDING

We are committed to safeguarding and promoting the welfare of children and young people. All employees are expected to share this commitment by ensuring that safeguarding procedures are followed in the course of their work.

## EQUALITY AND DIVERSITY

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

## Key Criteria

| | **Criteria** *E = Essential, D = Desirable* |
|---|---|
| **Skills and Abilities**<br>• Ability to report on Performance and Suggest ways to make Improvements<br>• Ability to use a range of MS Office apps and tools to a good level including Word.<br>• Good level of communication skills using oral or written methods<br>• Good team working abilities<br>• Good Planning skills<br>• Able to use Sage 200 | <br>E<br>E<br>E<br>E<br>E<br>D |
| **Experience**<br>• Experience of working in a service industry.<br>• Experience of working as part of a project team.<br>• Experience of managing a small team | <br>D<br>D<br>D |
| **Qualifications**<br>• Studying towards an accountancy qualification i.e AAT, ACCA, CIMA | <br>E |
| **Knowledge**<br>• Good knowledge of local government as it impacts on the schools Education Sector.<br>• Good knowledge of internal departments and how they relate to finance. | <br>D<br>E |
| **Personal Attributes:**<br>• Organised and methodical approach.<br>• Collaborative style of working adaptable when working across teams.<br>• Passionate about improving education in Newham and neighbouring areas.<br>• Demonstrate commitment to NPW's vision and values. | <br>E<br>E<br>E<br>E |

## Core Competencies

The framework has various levels within each competency to make it relevant for all grade of employee. The table below details the competencies and levels that are required for this post. Please refer to the NPW Competency Framework, for the full criteria for each competency and level.

| Competency | Level | Description |
|---|---|---|
| Customer Care and Service Delivery<br><br>Understanding the needs of the customer and prioritising to ensure customer satisfaction. | 2 | • Develops internal relationships to improve service delivery<br>• Introduces improvements to the way things are done to maximise customers' experience<br>• Acts quickly to resolve problems and issues, giving priority to maintaining service to customers<br>• Challenges poor services by others and helps them to improve |
| Collaborative Working<br><br>Working with and understanding the roles of internal staff / service and external agencies. | 2 | • Puts own priorities to one side if necessary to support the greater need of the team<br>• Recognises and values different contributions from colleagues –allocated the most suitable work based on individual skills<br>• Keeps team informed and encouraged<br>• Seeks views and opinions from colleagues and stakeholders, considering them when making decisions |
| Seeking Excellence<br><br>Identifying potential for improvement in our own service area and NPW as an organisation. | 2 | • Uses feedback from others to self-develop and improve work processes<br>• Listens to concerns about change and tries to find solutions<br>• Adapts quickly to changes and encourages positive thinking<br>• Encourages a culture of continuous improvement, clearly explaining the benefits of change |
| Communication and Relationships<br><br>Ability to work effectively with other people via difference methods, both inside and outside of NPW, building and promoting effective working relationships. | 2 | • Shows understanding of others viewpoints and ideas<br>• Enhances communication through the use of visual aids and technology when appropriate<br>• Shares information and communicates effectively with others<br>• Provides active support to enable individuals to communicate and participate in communication<br>• Successfully persuades people of the benefits of a particular approach / idea |
| Achieving Results<br><br>How well we reach our individual objectives and deadlines, dealing with obstacles to ensure completion. | 2 | • Willingly accepts challenging goals<br>• Encourages hard work and high standards in self and others<br>• Takes responsibility for achieving outcomes and making appropriate decisions<br>• Develop new ways of working to achieve results<br>• Puts in extra effort to overcome difficulties |

## Specific Competencies

| Competency | Level | Description |
|---|---|---|
| Forward Planning<br><br>Having a clear plan for achieving objectives and monitoring progress | 1 | • Plans own workloads to meet agreed deadlines, objectives and priorities<br>• Keeps track of tasks without being reminded<br>• Checks own work for quality and accuracy against agreed standards<br>• Alerts others if potential problems appear<br>• Plans and prioritises workload appropriately<br>• Makes effective use of time |
| Financial and Resource Management<br><br>Managing the resources or budget available, ensuring that we keep within agreed limits and use this to the best effect. | 2 | • Understands what makes up a budget and how to monitor spend against a budget<br>• Identifies items that may cause a budget to be overspent or underspent<br>• Knows how to prepare a projection of budget out turn<br>• Aware of, and complies with, Financial Regulations and procedures |
| Business Awareness<br><br>Understanding the direction and strategic plan for our service area and NPW as an organisation. | 1 | • Shows understanding of the purpose of own job within the organisation<br>• Is aware of the services provided throughout all departments within the organisation<br>• Understanding the strategic themes and their importance to the business<br>• Shows understanding of the knock-on effects of mistakes and poor communication |