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MILVERTON COMMUNITY PRIMARY SCHOOL

September 2020

Job Description for: Finance Officer

Grade: 13

Job Purpose:

The post holder is responsible to the Headteacher and Office Manager for the daily maintenance of the school's finances and for advising on, preparing and creating the school's budget for agreement by the Headteacher and Governing Body. There are also some administrative duties.

Major Tasks:

- a. Advising on, preparing and creating the School's budget;
- b. The daily maintenance of the school's finances, including ordering resources, achieving best-value and monitoring department budgets;
- c. The preparation of contracts and subsequent contract changes;
- d. Liaison with the Finance and Payroll departments within Somerset Local Authority

Duties:

Finance

Produce both administrative and financial reports and statistics on a regular basis to inform decision making within the school and governor committees. Monitor, interpret (including explanations of variations) and advise on the school's budget. Maintain the school's computerised accounts, analyse information, prepare end of year balances and other reports as required by the Local Authority, Governing Body and DfE.

Use FMS to manage the budget and maintain financial records.

Maintain records of income and expenditure and provide information for financial decision-making. Receive, check, record, balance and prepare for banking money collected by the school. Process and despatch authorised orders, match signed delivery notes and report on potential overspends. Deal with all items of day-to-day financial processes.

Attend Governors' Finance Committee meetings; provide reports and advice on school finances. Provide current financial reports for Governors' scrutiny (including fuller reports at months 3, 6 and 9) at meetings.

Operate and oversee the school's financial duties which include the day-to-day operation of the finance policy, the managing the school accounts, banking, checking and processing orders, invoices and payments, and account reconciliation.

Ensure sure that our school procedures, LA and DfE regulations and the law (including the Data Protection Act) are complied with. Make various statutory and non-statutory returns to Somerset Local Authority as requested (e.g. the workforce census).

Ensure monthly payroll forms and additional hours claims are completed and submitted on time.

Reconcile the school account monthly and liaise with the Headteacher regarding spending, and the management of budget lines. Deal with budget queries, advising staff.

Continually evaluate all finance systems to ensure they are effective and efficient, in consultation with the Office Manager.

Personnel

Maintain manual and computerised personnel records on SIMs.

Be responsible for contract administration associated with the appointment, allocation and resignation of staff including payroll documentation and contracts.

Be responsible for all administration arising from staff absence.

Be responsible for recording, monitoring and claiming overtime and other subsistence claims.

Maintain records of supply teacher employment and arrange monthly pay claims.

Advise school staff on pay and other personnel related matters that can be dealt with locally, or advise staff to contact the LA Personnel Dept. where they cannot.

Provide cover for other office staff as required by the Head teacher or Office Manager e.g. take messages (in all forms) and resolve queries as appropriate for staff and pupils.

Administrative

Be responsible for administration of school lettings, liaising with the caretaker and hirer as required

Maintain and check the School Inventory and ensure that the appropriate insurance cover etc. is in place.

Undertake ordering to ensure the availability of adequate supplies of curriculum and administrative materials and order as required.

Undertake ordering for other goods and services as required.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade, according to the changing needs of the school.

Signed

Postholder: Date:
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Headteacher: Date:
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