



## DARELL PRIMARY AND NURSERY SCHOOL

**Title:** Finance Officer

**Reports to:** School Business Manager

**Hours:** 16hrs p/w, 40 weeks per year

**Salary:** Scale 5, 13-15 FTE, £25137-£26520 pro rata (£8593-9066 actual on hours and weeks)

### **Purpose of the role:**

- To work closely with the Business Manager on all financial matters
- To manage the school's purchasing and associated payments
- To manage sales invoices
- To manage accounting entries in the accounting system
- To manage the banking of receipts
- To administer the school's private bank account and associated books of account
- To reconcile income against costs for items such as trips and product sales
- To assist with monitoring the budget and producing month end reports.

### **Main responsibilities:**

1. To carry out all transactions on the school's financial system.
2. To liaise on any system issues or upgrades.
3. To seek and monitor best value on products to maximise the school's budget.
4. To prepare orders.
5. To manage supplier contracts, produce invoicing schedules where required.
6. To monitor pricing and fulfilment of utilities and other long term supply contracts.
7. To check invoices, including VAT treatment, following up any discrepancies with suppliers.
8. To produce electronic or other payments from the system for authorisation by the management team.
9. To enter Direct Debit payments into the system.
10. To check and settle expense claims.
11. To manage petty cash (little used).
12. To produce sales invoices.
13. To claim reimbursement for expenditure made on behalf of external organisations such as the Local Authority or the PSA.
14. To match and record all income to the school account into the finance system.
15. To monitor and chase up non-parental debt.
16. To bank any receipts to the school's private account.

17. To raise any required cheques on the school's private account.
18. To produce annual statements for the school's private account.
19. To arrange for annual audit of the school's private account.
20. To manage and monitor the accounting for any grant monies held on behalf of the Local Authority.
21. To provide budget holders with a termly report from the system on their curriculum account.
22. To produce ad hoc monitoring or statistical data as required by the Business Manager and the Finance Committee for the preparation of the school's annual budget.
23. To regularly review and monitor the budget with the Business Manager.
24. To enter any required journals or virements of new funds between departments in Resource.
25. To work with the Business Manager to ensure that all financial matters are undertaken in compliance with the LA's Audit Regulations.

## **Person Specification**

### **1. QUALIFICATIONS**

Accounting/accounting technician/bookkeeper qualification	Desirable
Training in finance and budgets	Desirable

### **2. KNOWLEDGE and EXPERIENCE**

Experience of working in a school finance role	Desirable
Comprehensive knowledge of Microsoft Excel	Essential
Knowledge of school finance software, or other accounting software	Desirable
A working knowledge of accounting procedures	Desirable
Experience of working in a team	Essential
Experience of purchase ordering in a fast moving environment	Desirable

### **3. PERSONAL SKILLS and ATTRIBUTES**

An excellent communicator	Essential
Good team worker	Essential
Good organizational skills	Essential

Good time management	Essential
A flexible approach to work	Essential
Conscientious and hardworking	Essential
Able to use own initiative	Essential
Able to maintain confidentiality and handle sensitive issues appropriately	Essential
Ability to complete tasks to a high standard in a limited time frame	Essential
Ability to work calmly under pressure	Essential
Excellent ICT skills	Essential
Ability to forge strong partnerships with everyone in the school community	Essential
A clear commitment to safeguarding and promoting the welfare of children	Essential