



Pinner Wood School

Job Description

Finance Officer	Role Reports to: School Business Manger/ Headteacher
Name of Job Holder:	Roles reporting to post: Office Staff, Den Staff
Grade of post: G6 Full Time. Term Time Only (8.30-4.30pm)	
Signed:	Signed (Head Teacher):

Principles:
<ul style="list-style-type: none"> • The postholder will be a member of the admin team and providing effective administrative and financial services to the school. • They will provide a professional level of support to the School Business Manager (SBM) specifically focusing on financial administration and purchasing goods, supplies and services.
Job Purpose:
<ul style="list-style-type: none"> ▪ Under the guidance of SBM, be responsible for undertaking financial processes within the school. ▪ Ensure the collection, reconciliation and banking of any monies received by the school as part of charity collections. ▪ Secure handling of cash and cheques generated or received by the school in line with financial regulations. Issue receipts and invoices and ensure computerised logs of payments are kept up to date and accurate. ▪ Ensure best value through obtaining quotations for goods and services, including the procurement of service level agreements under direction of the SBM. Issue invoices and ensure settlement of accounts. ▪ To process orders for all staff ensuring sufficient funds are available beforehand; to receive ordered goods, to check and process delivery notes and invoices and to ensure settlement of accounts via BACS. ▪ To receive goods and distribute goods to relevant staff members. ▪ Ensure all expenditure is correctly coded to ensure maximum use of all budgets and grants. ▪ Follow the National Framework and guidelines for financial management. ▪ Manage the school's Unofficial Fund account in line with Financial Regulations. Pass the audited Unofficial Fund account to the SBM to present to Governing Body. ▪ Maintain the PE & Sports Premium and other ring-fenced expenditure tracking. ▪ To maintain the ICT register and to security mark all equipment costing £250 and above. ▪ To manage earmarked funding streams and ensure that such funds are properly accounted for i.e. Pupil Premium and Extended Nursery hours funding as directed by the SBM. ▪ To financially manage any additional funding and income generation the school brings in, including letting of the facilities as directed by the SBM. ▪ Manage physical and computerised financial record/information systems. ▪ Manage database for licence renewals and update as needed. ▪ Ensure stock is ordered in a timely manner where possible. ▪ To ensure Payment entries are reconciled and entered on the school payment system. ▪ Support other admin assistants and Receptionist with the booking of extra-curricular activities, ASC and BC on Arbor.

<ul style="list-style-type: none"> ▪ Manage the payments and invoicing for BC and ASC provision. ▪ Manage all payment related enquiries on Arbor including issue of refunds.
School Lunches
<ul style="list-style-type: none"> • Enter money for school meals on the school payment system. • Liaise with catering manager regarding school meals when required.
General
<ul style="list-style-type: none"> ▪ Attend relevant training as and when necessary in order to secure the most up-to-date knowledge and skills to carry out the duties of the post. ▪ To support in the front office if/when required. ▪ To be committed to own continued professional development. ▪ To comply with all policies and procedures relating to child protection, reporting all concerns to the appropriate person. ▪ Contribute to the development of the school's values and visions and communicate these clearly and enthusiastically to all staff and other stakeholders. ▪ To undertake reception duties as required. ▪ To assist the SBM and SLT when needed on any ad hoc duties. ▪ To carry out any other ad hoc admin, for example, photocopying, filing, and posting letters and general administration office duties for all staff members and admin team if/when required. ▪ To act as a Fire Marshal, in an emergency evacuation condition, to ensure that the evacuation proceeds effectively and safely. Attend the Fire Marshal training as needed. ▪ Comply with GDPR requirements. ▪ To be a First Aider offering 'As and when' support where needed.
<u>Safeguarding</u>
<ul style="list-style-type: none"> • To be responsible for promoting and safeguarding the welfare of children within the school in accordance with our policy.

The Governing Body is committed to safeguarding and promoting the welfare of children, young adults and expects all staff and volunteers to share in this commitment.

Strong commitment to furthering equalities in both service delivery and employment practice. .

This job description is not necessarily a comprehensive definition of the role and the job holder may be required to undertake other duties which may be reasonably given to them by the Headteacher from time to time. This job description may be reviewed annually or earlier if necessary and it may be subject to modification or amendment at any time, after consultation with the post holder.

Person to whom responsible: Business Manager

Person Specification

Finance Administrator – Person Specification

The following knowledge, skills, experience and personal qualities will be required in order to undertake this role:

	<i>Essential</i>	<i>Desirable</i>
Qualifications		
<i>GCSE Grade A-C in Maths or NVQ Level 2 Maths of equivalent qualification/experience</i>	✓	
<i>Enhanced DBS Check.</i>	✓	
<i>Degree or equivalent qualification.</i>	✓	
Experience / Knowledge		
<i>A good understanding of the financial functions and duties of a locally maintained school.</i>	✓	
<i>Experience in using and developing financial systems and procedures.</i>	✓	
<i>Knowledge of FMS / Access.</i>		✓
<i>Providing effective financial support.</i>	✓	
<i>A strong understanding around issues relating to confidentiality and secure financial systems</i>		✓
<i>Experience in responding effectively to a variety of stakeholders including the Local Authority, Governors, suppliers and the general public both in person and over the phone.</i>	✓	
Skills and Abilities		
<i>Proven literacy, numeracy and communication skills.</i>	✓	
<i>Able to use information technology to an intermediate standard.</i>	✓	
<i>Ability to undertake a wide range of financial and administrative tasks.</i>	✓	
<i>Able to adapt to both varying tasks and those of a routine nature.</i>	✓	
<i>Able to absorb information readily and speedily.</i>	✓	
<i>Good personal organisation and ability to work on own initiative or under pressure</i>	✓	
<i>Able to plan and prioritise own workload</i>	✓	
<i>Able to develop positive, trusting, supportive and appropriate relationships with all stakeholders</i>	✓	
<i>Willingness to learn, acquire and apply new skills and knowledge</i>	✓	
Qualities		
<i>High expectations and a commitment to raising standards of attainment.</i>	✓	
<i>Commitment to equal opportunities and equal value for students and colleagues.</i>	✓	
<i>Resilient, cheerful and positive.</i>	✓	
<i>Sense of humour.</i>	✓	
<i>Able to embrace change and help others to manage the change process.</i>	✓	
<i>Good organisational and personal management skills i.e. Time management</i>	✓	
<i>Able to work effectively as part of a team or range of teams at all levels.</i>	✓	
<i>Strong commitment to Whole School Child Protection and Safeguarding procedures.</i>		
Equal Opportunities		

<i>Commitment to and understanding of equal opportunities</i>	✓	
CPD		
<i>Evidence of commitment to own professional development</i>	✓	

April 2024