



<p><b><u>Job Title:</u></b></p> <p>Finance Officer</p>	<p><b><u>Business Section</u></b></p> <p>Finance and Premises</p>
<p><b>National Joint Council Pay Scale Points 7~10</b> £25,584 ~ 26,835</p>	<p><b>Part Time</b> ~ 10 hours per week</p>
<p><b><u>Overall Purpose of Job:</u></b></p> <p>To provide financial and administrative support to the school.</p>	
<p><b><u>Main Responsibilities:</u></b></p> <ul style="list-style-type: none"> <li>• Ability to liaise with outside contacts</li> <li>• Assists the Finance and Premises Manager in providing a financial and premises service to staff, visitors, stakeholders and pupils</li> <li>• Answers routine enquiries from staff, parents and the general public</li> <li>• Files, updates and returns information manually and electronically</li> <li>• Assists the Finance and Premises Manager in providing financial support/advice and administrative services for the whole school</li> <li>• Takes responsibility for school lettings, compiles the booking calendar, and communicates with wider staff around booking requirements. Liases with the Premises staff to ensure that there is sufficient security available for any function or outside letting</li> <li>• On occasion provides switchboard and reception duties</li> <li>• Under instruction from the Premises and Finance Manager manage the costs of site-based projects to both budget and specification</li> <li>• Assist the Premises and Finance Manager in securing financial support for specific projects</li> <li>• Provides, in conjunction with the Finance and Premises Manager, an efficient purchase system , for all school purchases including invoices, delivery note and associated documents</li> <li>• Takes sole responsibility for student school meal debts and maintains associated records</li> <li>• Administrates and maintains the petty cash account</li> <li>• Types letters, memorandums etc, as required</li> <li>• Records and receipts income, banking as required</li> </ul> <p><b><u>Knowledge, Skill and Experience</u></b></p> <ul style="list-style-type: none"> <li>• Ability to liaise with outside contacts</li> <li>• Knowledge of secondary school financial arrangement</li> <li>• Working knowledge of a variety of IT applications</li> <li>• The ability to monitor budgets</li> <li>• Level of knowledge &amp; skills which leads to high standards of accounting to ensure that all income and expenditure is appropriately designated into budgets</li> <li>• The ability to develop and maintain sound principles of financial practice</li> <li>• Understanding the principles of Best Value</li> <li>• Interpersonal skills and team working</li> <li>• Computer literacy, typing skills</li> <li>• Ability to work within clearly defined rules</li> <li>• Ability to communicate effectively on all levels, both orally and in writing</li> <li>• Understanding of school policies and procedures and of the Academies Financial handbook</li> <li>• Ability to work under pressure and meet deadlines</li> </ul>	



### **Generic Responsibilities**

- To be aware of the School's duty of care in relation to staff, students and visitors and to comply with the health and safety policies at all times
- To establish and maintain positive, constructive and professional working relationships with staff, visitors, students, parents and all other stakeholders of the School
- To be aware of and comply with the Codes of Conduct, regulations and policies of the School and its commitment to equal opportunities. Act in a courteous way at all times in communication with both colleagues and other school stakeholders
- To support and contribute to the School's commitment to 'Every Child Matters', enabling children to be healthy, stay safe, enjoy and achieve, make a positive contribution and achieve economic well-being. To contribute to whole School events as and when required
- To develop self within the post, undertaking training / appraisal as appropriate to ensure that relevant knowledge and skills are updated in order to support the development of the School
- Perform such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility

### **Creativity and Innovation:**

- Ability to liaise with outside contacts
- Create and design spreadsheets, etc. to monitor budgets
- Communicates effectively with teachers and other school staff whenever the need arises and recognises the need
- Uses initiative as well as recognised procedures to cope with all kinds of problems as they arise
- Work to policies and procedures of the School

### **Decision Making:**

- Decision making responsibilities as directed by the Head or Finance and Premises Manager
- Works within permitted school guidelines
- Communicates information effectively to teachers, students, parents, other professionals, contacts, etc. whenever the need arises
- Works within general defined guidelines, but may be required to use judgement/discretion in dealing with routine matters for which there is not a readily available precedent
- Makes decisions about ordering of domestic materials in absence of the Finance and Premises Manager

### **Contacts and Relationships:**

- The postholder will come into contact with all school staff on a daily basis
- Will build up relationships with external contacts
- Communicates in an appropriate way with students when encountering them daily
- Users of the school site for lettings

### **Work Demands:**

- Work demands will vary throughout the year, but postholder must be prepared to work to very tight deadlines at various times
- Prioritising jobs
- Disruptions may be caused by unplanned requests of staff, pupils and external contractors



- Producing documentation at short notice

**Physical Demands:**

- Sits at desk for most activities but infrequently tours the school to locate staff/students
- Normal physical activity and office working conditions
- Will be expected to lift items such as parcels delivered to the office, boxes of photocopier paper and stationery supplies.
- Maybe required to move items such as computers, screens etc
- The post carries the potential risk of personal injury when taking monies to the bank

**Work Demands:**

- At risk of verbal abuse and physical harm from a minority of pupils and parents who behave aggressively
- At risk of infection when cleaning up after encountering children who are unwell
- Constant interruptions to flow of work
- Post holder must be prepared to work accurately and to tight deadlines

**Position in Organisation:**

