Part-time School Finance Officer

To start as soon as possible

Job Title: School Finance Officer

Salary: £22,690 (pro rata)

Hours: 8.30-14.30 Thursday and Friday, Term time (38 weeks a year). This position can be combined with the admin officer role to create a full time position if desired

JOB SPECIFICATION

The main duties of the post will include: -

* Organise, maintain and monitor the school’s financial systems, and to manage office functions to ensure an effective service to the school and support the strategic development of the school.
* Contribute to the overall ethos, work and aims of the school.
* To prepare the school’s annual budget for review by the Headteacher and Governing Body in line with the School Development Plan
* To submit the provisional and final budget to County by the deadlines set
* Manage, monitor and report to Governors monthly on the schools budget ensuring deadlines are met in a timely manner
* Reporting any matters of concern or significant variances to the Headteacher and Governing Body
* Manage all financial systems, Payroll and HR procedures and controls
* Responsible for the day to day financial functions including adding purchase orders, processing invoices, monthly reconciliations, purchasing card management and wraparound care payments
* To ensure the school receives value for money for all purchases
* Responsible for the annual completion and submittal of the Schools Finance Value Standard (SFVS)
* Responsible for the annual completion and submittal of the School Workforce Census.
* Raise invoices for external lettings of the school premises.
* Monitor receipt of all income.
* To oversee and be responsible for the management and administration of the School Fund account
* To oversee and be responsible for the management and administration of the Petty Cash account and ensure any claims for reimbursement are actioned promptly.
* To attend the Governing Body General Purpose and Finance Committee meetings
* To submit any staff overtime payments to County in line with the payroll deadlines
* To submit any journals to County in a timely manner
* Bank any cheques or cash received promptly at a local Barclays Bank
* Maintain the bursar email account, responding to queries / directing enquiries as required
* Answer the telephone, receive visitors to the school and answer queries as requested

PERSON SPECIFICATION

We are looking for candidates who are: -

* Proficient in standard IT applications, particularly word processing and excel spreadsheets
* Calm, diplomatic and able to maintain a professional demeanour at all times
* Thorough and accurate, with an eye for detail
* Flexible and positive; having a ‘can do’ attitude
* Candidates must have Experience in budget monitoring and forecasting (including electronic program suites) clear communication skills.
* A knowledge of SIMS/FMS is desirable but not essential.

The above serves as a guide and is not exhaustive; all professional staff are expected to undertake other duties and projects as may be reasonably required by the headteacher in accordance with the grade of the post. You will be working as part of a small, friendly team and may be asked to provide extra support within the office during busy periods, working together in a mutually supportive way towards shared priorities.

Rights to work in the United Kingdom

Applicants for this role must be eligible to work legally in the United Kingdom. The successful applicant will be asked to evidence of their right to work in the UK before being formally offered the role. If you do not have the right to work in the UK we will not be able to consider you for this role. If you are uncertain about your eligibility to work in the UK, you are encouraged to contact the UK Borders agency. http://www.ukba.homeoffice.gov.uk/visasimmigration/working/

DBS checks

This role meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974.

All applicants who are offered employment will be subject to a criminal record check from the Disclosure & Barring

Service (DBS) before the appointment is confirmed. This will include details of cautions, reprimands or final warnings.

Whaddon CofE School is committed to safeguarding and promoting the welfare of children and young people and requires all staff, governors and volunteers to share this commitment.
References will be taken up for all short-listed candidates prior to interview. All successful candidates are required to have an Enhanced DBS check. We welcome applications from both men and women of all ages from any background and from candidates with disabilities.