

Finance Officer

Job Description

Grade: GR3

1. Job Purpose

1.1 To assist in the provision of a quality financial service to the school

2. Key Responsibilities

2.1 Assist the school in the preparation and operation of financial plans

2.2 Assist in identifying procedural and system changes necessary for the efficient management of the school budget

2.3 To be an effective team player

2.4 Contribute to various working parties

2.5 Provide reports to the school which are accurate and timely and of the appropriate standard

2.6 Carry out all administrative functions of the post in accordance with School Policy

2.7 Use data management systems to input data and manage data management systems as required.

2.8 Liaise with Local Authorities Finance section

2.9 Work within parameters of schools financial procedure regulations

2.10 Ensure audit trail exists for all aspects of work.

2.11 Management of petty cash system

2.12 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.

2.13 To ensure all tasks are carried out with due regard to Health and Safety

2.13.1 To adhere to the ethos of the school

2.13.2 To promote the agreed vision and aims of the school

2.13.3 To set an example of personal integrity and professionalism

2.13.4 Attendance at appropriate staff meetings and parents evenings

2.14 Any other duties as commensurate within the grade in order to ensure the smooth running of the school

3. Supervision Received

3.1 Supervising Officer's Job Title: _____

3.2 Level of supervision:

1. ~~Regularly supervised with work checked by supervisor~~
2. Left to work within establishment guidelines subject to scrutiny by supervisor
3. ~~Plan own work to ensure the meeting of defined objectives~~

4. Supervision Given (excludes those who are indirectly supervised i.e. through others)

Post Title	Grade	No of Posts	Level of Supervision (as in 3.2 above)

5. Special Conditions

5.1 None

Person Specification

Method of Assessment (MOA)

AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation
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Criteria	Essential	MOA
Education/Qualifications NB: Full regard must be paid to overseas qualifications.		AF/C

Experience Relevant work and other experience	Experience in budgeting and budgetary control at an appropriate level	AF/I
	Experience in a School environment	AF/I
Skills & Ability e.g. written communication skills, dealing with the public etc.	*Delete if not applicable	
	*An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016	AF/I
	Competent in the use of Spreadsheets and Word Processing Packages	AF/I
	Ability to communicate at all levels both orally and in writing	AF/I
	Ability to present information clearly in a group situation	AF/I
	Must be willing to work in a developing and pressured environment in order to meet the needs of the school	AF/I
	Able and confident to work on own initiative whilst still being part of a team	
Training		
Other		

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.

Reviewed by:

Date:
