



**Headteacher :** Miss Kate Jennings

### **Job Description**

**Job Title:** Finance Officer - Apprentice  
**Responsible to:** School Business Manager / Head Teacher

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#### **Job Purpose**

- Under the guidance of senior staff provide administrative, financial and personnel management support to the School Business Manager, Headteacher and school staff.
- To be responsible to the School Business Manager and Headteacher for the effective and efficient day to day management of finances in the school, ensuring accurate record keeping as laid out in the school financial regulations.
- To support in the school office when required, displaying a high level of professionalism.
- To act as the Headteacher's PA undertaking delegated tasks as required

#### **Key External Contacts**

- Parents / Carers
- Education Agencies
- Local Authorities
- Suppliers and Contractors

#### **Key Internal Contacts**

- Pupils
- Staff
- School Leadership Team
- School Governing Body
- The school community

#### **Major Tasks, Duties and Responsibilities**

##### **1. Organisation**

##### **Financial Management**

- To maintain administration of financial control within the school, adhering fully to the procurement regulations, using the school computerised financial systems with particular regard to FMS and to assist users when required.

Responsible for the ordering, processing, delivery and payment of goods and services provided to the school and challenging incorrect or late deliveries.

Processing supplier invoices, dealing with payment queries and communications received from suppliers

Sending out Bacs remittances / producing and issuing cheques

Creating sales invoices for services provided  
Chase outstanding payments due  
Processing petty cash, Parent Pay postings and credit card payments  
Checking Finance e-mails and dealing with correspondences received i  
Provide assistance to staff with regard to finance issues, placing and following up on orders, advising on and providing details of suppliers  
Assist with Budget Monitoring reports, collating information by undertaking a schedule of end of the month actions and issuing as directed  
Produce spreadsheets detailing educational visits, holiday clubs income and expenditure  
Process monthly VAT reports  
To provide records for auditors when required and to keep all documentation compliant, clear, up-to-date and available at all times.  
Responsible for maintain the Asset Register, ensuring accurate and up to date at all times and the security marking of goods.  
Responsible for filing on a daily basis and undertaking archiving at year end.

## **2 Administration**

- Undertake typing and word-processing and IT based tasks.
- Provide personal, administrative and organisational support to the Headteacher
- Undertake administration of procedures.
- Book training courses for staff as directed by the Headteacher.
- To provide cover within the Administration Team as required, and undertake administration tasks as required.
- Cover reception and first aid when required providing a service to all staff and stakeholders in line with the school ethos.
- Deal with enquiries by telephone, in person and in writing.
- Undertake photocopying and filing as required.

## **3 Responsibilities**

- Comply with all policies and procedures including those relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos / work / aims of our school.
- Establish constructive relationships and communicate with other agencies / professionals.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Work with the training provider to ensure qualification is obtained within set timescales.

## **PERSON SPECIFICATION**

### **Finance Officer**

#### **Qualifications & Training**

GCSE A-C minimum English and Maths or equivalent.

Good written and verbal communication skills.

Good IT competency in Microsoft Word, Excel and Outlook.

#### **Competencies & Personal Skills**

Good numerical skills and an interest in finance.

Good interpersonal skills.

Ability to communicate politely and efficiently with a range of service users.

Ability to act with discretion and maintaining confidentiality.

Ability to work successfully as a team member establishing effective working relationships and flexible working practices within the school.

Ability to work under pressure in a constantly changing and demanding environment.

Ability to maintain accurate records and filing systems.

Proven literacy, numeracy and communication skills including being able to respond to staff, parents / carers, governors, pupils, outside agencies and the local authority.

Accurate keyboard skills – word processing and typing.

Accurate and attends to detail.

Good organisational and time management skills to meet demands and deadlines of the role.

Ability to work flexibly.

Ability to relate to adults and children of all ethnic and cultural groups.

Commitment to educational inclusion, equal opportunities and to safeguarding.

Ability to work to deadlines and prioritise accordingly.

Adaptable and flexible.

#### **Disqualifying Factors**

Indication of sexist, racist or anti-disability attitudes or any other attitudes inconsistent with the school's Equal Opportunity Policy.