



Heather Garth
Primary Academy
Stars Aiming High

Job Description

Job Title	Finance Officer
Hours	32.5 hours TT + 5 Days to be worked in the holidays
Salary / Scale	Grade 5 £27711-£30060 Pro Rata
Contract	Permanent
Purpose of the Position	<ul style="list-style-type: none"> • To provide an efficient and effective Financial Administration service to the school. • Responsibility for a variety of financial administration tasks. • Support the School Business Manager by completing the day-to-day Finance responsibilities in school such as placing orders, raising invoices, banking and reconciling of income.
Key Responsibilities	<ul style="list-style-type: none"> • To operate the school's financial systems, including processing and review of orders, deliveries and invoices. • To undertake financial tasks in accordance with agreed policies, appropriate legislation and financial regulations and standing orders. • To place orders for goods and equipment, ensuring value for money, checking deliveries and invoices in accordance with procedures and financial regulations. • Processing and distributing supplier payments, monitoring payment due dates • Processing of any cash transactions, ensuring that authorisations are in place, that expenditure is appropriate and that supporting invoices/receipts are in evidence. • To operate, monitor and review staff expenses and any cash undertaking safe collection, correct handling, recording and banking in accordance with financial regulations. • Using specific IT software packages e.g., financial packages, SIMS, Office 365 etc • To undertake financial tasks in accordance with agreed policies, appropriate legislation and financial regulations and standing orders. • To operate, maintain and develop appropriate systems for financial monitoring as required e.g.: educational trips, lettings, uniform and school credit card purchases. • To operate an effective and efficient educational trips system, supporting the educational visits lead from a financial element in relation to schedule of payments, SchoolComms enquiries and debt collection. • To liaise with teaching and support staff and respond to enquiries on matters within the post holder's responsibility • Routine administrative support in the finance office. This includes some general correspondence with suppliers and parents, filing of information, photocopying and ensuring a continuous supply of finance forms to other staff.

	<ul style="list-style-type: none"> • Update staffing on SIMS and be responsible for all personnel data, preparing the school workforce census together with the Business Manager. • Monitor sickness and complete the relevant paperwork in line with the absence policy, updating SIMS. • Manage Breakfast club bookings, registers and payments • Manage 3yr old codes for Foundation Sage Intake, and be responsible for the Early Years Portal. • Liaise with School admissions with regards applications and appeals. • To assist the School Business Manager in their responsibility for banking and income posting. • To support the School Business manager with projects and on financial and accounting matters, when required • Update and produce the school prospectus. <p>Organisation</p> <ul style="list-style-type: none"> • Provide assistance to teaching and support staff relating to general finance administration • During the absence of the School Business Manager ensuring the continuation of routine scheduled duties <p>Whole School Responsibilities</p> <ul style="list-style-type: none"> • Comply with and assist with the development of policies and procedures relating to child protection, health and safety, confidentiality and data protection • Contribute to the ethos of Heather Garth Primary Academy • Develop professional, constructive relationships with other agencies/schools/professionals • Participate in meetings, training and performance development as necessary • Recognise own strengths in areas of expertise and use these to advise and support others and engage with continuous professional development recognising weaknesses and working to improve in these areas. <p>To undertake any other duties and responsibilities, which do not change the character and purpose of the post as, may be determined after negotiations between management, the postholder and the appropriate unions.</p> <p>Any other duties and responsibilities appropriate to the grade and role All the above duties and responsibilities to be carried out in accordance with Heather Garth School Academy Policies, Standing Orders and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety.</p>
Responsible to:	School Business Manager
Accountable to:	Headteacher