

Children, Young People and Learners

**Generic School Finance Officer
Role Profile and Person Specification**



November 2007

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Role Profile

Job Title:	School Finance Officer
Department:	Children, Young People and Learners
Division:	Education
Grade Range:	Grade 5 – Scp 23 - 25
Hours:	32.5 hours per week Term time + 10 days
Location:	St Nicholas School, Reedham Drive, Purley, CR8 4DS
Reports to:	School Business Manager
Responsible for:	
Role Purpose and Role Dimensions:	To provide an effective and efficient administrative financial support service to the Headteacher and Governing Body for the efficient conduct of the school's administrative affairs and to ensure the smooth running of the school.
Commitment to Diversity:	As a member of the School Team to take individual and collective professional responsibility for championing the council's diversity agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity.
Key External Contacts:	<ul style="list-style-type: none">▪ Croydon Schools Finance Team▪ Budget Advisor▪ Admin / Finance Teams in other LA schools
Key Internal Contacts:	<ul style="list-style-type: none">▪ Admin Staff in School▪ SLT▪ Teaching Staf
Financial Dimensions:	
Key Areas for Decision Making:	<ul style="list-style-type: none">▪
Other Considerations:	

Key Accountabilities and Result Areas:

To be responsible for ordering and invoicing and to maintain controls checking authorisation for expenditure.

To be responsible for maintaining accurate records and producing reports and returns as appropriate.

To monitor and reconcile bank statements.

To undertake general finance duties.

Key Elements:

This will involve:

- To raise orders and commitments for stock and services.
- To process orders, invoices, credit notes and local income.
- To check and following up all outstanding orders.
- To check the system for unauthorised/unprinted orders, and unauthorised invoices and ensure all cheques have been raised.
- To be responsible for receiving and checking goods on delivery.
- To complete cheque run and despatch cheques to suppliers
- To input Journal entries to FMS

This will involve:

- To ensure that records are kept and re-claims made for individually funded pupils.
- To provide the SBM and Head Teacher with information which will help them to monitor the budget and take financial decisions.
- To assist the SBM to make statistical returns to the LEA and DfEE as required.
- To be responsible for printing VAT returns and sending to the LEA and processing VAT reimbursements.
- To inform curriculum budget holders of budget/expenditure on a half-termly basis.
- To assist the SBM with preparing a 'best value' statement.
- Assist the SBM to maintain and update the equipment register.

This will involve:

- To prepare banking and assist with the banking of monies.
- To reconcile the bank statement.
- To check and follow-up any out of date items on the bank statement.
- To be responsible for closing the period after processing transactions for the month.

This will involve:

- To be responsible for processing funding income, delegated and ad hoc.
- Process petty cash in line with the financial regulations and process petty cash reimbursements.
- To be available to the finance committee of the governing body to explain and discuss budget detail.
- To liaise with the budget monitoring and advisory service and ensure that they are kept up to date with changes which will affect the setting and monitoring of the school budget.
- To carry out other related duties to meet the needs of the school.

Key Accountabilities and Result Areas:

Green Statement

Key Elements:

This will involve:

- Seek opportunities for contributing to sustainable development of the borough, in accordance with the council's Green Commitment. In particular, demonstrate good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in management of the service provision.

Data Protection

This will involve:

- To be aware of the council's responsibilities under the Data Protection Act (GDPR) 2018 for the security, accuracy and relevance of personal data held on such systems and ensure that all administrative and financial processes comply with this.
- To maintain client records and archive systems, in accordance with departmental procedure, policy and statutory requirements.

Confidentiality

This will involve:

- You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence. There are strict rules and protocols defining employees access to and use of the council's databases. Any breach of these rules and protocols will be regarded as subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

Equalities

This will involve:

- The council has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.

Customer Care

This will involve:

- Able to demonstrate a commitment to the council's Customer Care Policy

Health and Safety

This will involve:

- Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

To contribute as an effective and collaborative member of the School Team

This will involve:

- To participate in training to be able to demonstrate competence.
- To participate in first aid training as required.
- Participating in the ongoing development, implementation and monitoring of the service plans.
- Championing the professional integrity of the School Service
- Supporting Customer Focus, Best Value and electronic management of processes.
- Actively sharing feedback on School policies and interventions

Person Specification

Job Title:

School Finance Officer

Essential knowledge:

- Day to Day use of FMS
- Understand the financial functions and duties of a locally managed school.
- A good understanding of and commitment to equal opportunities policies and its relationship to the Local Education Authority.
- The ability to use information technology to an intermediate standard.

Essential skills and abilities:

- The ability to undertake a wide range of financial and administrative tasks.
- The ability to adapt to both varying tasks and those of a routine nature.
- The ability to absorb information readily and speedily and work under pressure.
- The ability to respond effectively to staff, outside agencies, the Local Education Authority, suppliers and the general public at all levels, both in person and over the telephone.
- A good understanding of the need for confidentiality and secure financial systems.
- Proven literacy, numeracy and communication skills.

Essential experience:

- Be able to demonstrate experience of providing effective financial support.
- Experience of using and developing financial systems and procedures.

Special conditions:

- Willingness to undertake further training as required for example for the software used by the school finance system.
- The ability to work flexibly and ensure that essential tasks are carried out within agreed timetables.
- The physical ability to perform the duties of the post with the support of aids and adaptations if necessary.