

Frieth CE Primary School

Finance Officer

Job Description

Post	Finance Officer
Hours	8 hours per week
Responsible to	Headteacher

Job Purpose

The Finance Officer is responsible for the Financial Resource Management, to operate, maintain and develop the financial procedures and systems of the school and advise the Senior Management Team on financial matters so as to contribute to the successful and effective operation of the School in meeting its educational aims.

Main duties and responsibilities

Finance

- In consultation with the Headteacher, responsible for the preparation of the annual budget for the School for approval by the Governing Body. Ensure the budget reflects the priorities in the School Development plan.
- Manage FMS, ensuring that information is processed appropriately. Ensuring orders are generated after approval by the Headteacher. Processing Invoices/credit notes for payment in a timely manner. Once the invoices have been authorised, uploading the payment report and necessary documents to the Local Authority, and filing the hard copies.
- Manage and process the monthly reconciliation files, ensuring FMS is reconciled with the CFR reports from the Local Authority. Submit monthly journals to recode temporary income and reconcile childcare vouchers.
- Manage 'non-invoiced income', sending cheque to the Local Authority for banking and banking cash for the school budget.
- To prepare and develop a long-term financial strategy for the future development of the school, liaising with the diocese on relevant matters i.e. capital spend.
- Make sure the school meets all requirements for the completion of SFVS and to keep all the relevant evidence, in accordance with financial regulations
- Monitor income and expenditure in relation to budgets and present regular financial reports for the Resources Committee, Governing Body and the Local Authority, including statutory returns
- Manage and administer the Imprest account for staff expenses.

- Administer and manage the School Fund account, maintaining a record of receipts and expenditure and submitting accounts for the annual audit. This will involve cash handling, banking cash and cheques for the school fund.
- Managing the school lettings process, ensuring paperwork and checks are completed and invoices are issued to hirers
- Maintain all school insurance policies
- Responsible for gathering quotes for work to be carried out within school, ensuring value for money, at the request of the Headteacher and Governors.
- Manage the equipment register, ensuring records are up to date.

Teamwork

- Form positive and effective relationships with pupils, staff, parents, governors and members of the wider community so the ethos of the school is reflected in the way we work together
- Work in ways that promote collaboration, teamwork and effective professional relationships and set the highest standards and example to other

General

- Be committed to the school aims and ethos and uphold the school's policy in respect of child protection and safeguarding matters.
- The post holder may be required to perform any other reasonable task, as requested by the Headteacher
- Have a good knowledge and understanding of finance
- Liaise with the Headteacher and Governing Body on financial matters
- Develop good working relationships with staff, governors, the Diocese and outside agencies
- Ensure policies relating to financial management are reviewed regularly and implemented
- Attend Governors Finance committee meetings and Governing body as required
- Monitor the Oil reading and order when necessary
- Take water readings and submit to Castle Water