



Whaddon Church of England School Finance officer Job Description

Post:	School Finance officer
Salary:	Range Bucks pay 2-3- depending on experience
Hours:	2 days (12 hours per week)- 40 weeks per year
Contract type:	Permanent
Reporting to:	Headteacher / Finance Governors

Role Summary:

The school finance officer is responsible for all aspects of the schools financial management and compliance, human resources, GDPR regulations, contractors and administration.

They will advise on and implement the day-to-day support that enables the school to operate effectively and efficiently.

MAIN DUTIES AND RESPONSIBILITIES

Duties and responsibilities

- Under the direction of the headteacher, lead on all financial matters in school, to ensure the school's successful financial performance and to ensure financial decisions are clearly linked to the school's strategic goals
- Report to governors where appropriate
- Take all decisions in line with the vision and values of the school, and encourage others to do the same

Financial management

- In partnership with the headteacher, manage the school's budget and ensure it is balanced, realistic, and represents an effective use of public funds
- Submit the budget to the governing board
- Monitor the budget all year round, advising the headteacher where revisions or changes are needed
- Forecast future years' budgets, based on the school's estimated funding and trends in expenditure, to enable the headteacher to make strategic, long-term decisions
- Comply with financial reporting requirements and submit statutory returns
- Oversee school bank accounts on a day-to-day basis, ensuring money is banked, invoices are paid promptly, money owed is collected, and clear records are kept
- Lead on procurement processes, managing tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money
- Ensure the effective and efficient operation of finances for the wider curriculum of the school

Human resources

- Manage the school's payroll provision with the payroll provider
- Administer personnel/staffing matters, assisting in advertising, pre and post recruitment work – including; the preparation of 'information packs', arranging interviews and seeking references etc.
- Advise on HR issues within school and liaise with the external HR provider
- With the headteacher, review the school's staffing structure to ensure effective deployment of staff and financial efficiency

Health and safety

- With the headteacher, supervise the maintenance of the school site
- Manage the contractors' schedule for all schools services; liaise with contractors on-site and refer to relevant department
- Organise health and safety training for staff maintaining auditable CPD registers

Administration

- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times
- Support the data protection officer with ensuring data protection compliance and helping the school community understand how to comply with data protection law
- Undertake further training and personal development as required

General Accountabilities

- Work in compliance with the school's Safeguarding policies and procedures, Code of Conduct, agreed working practices and its commitment to equal opportunities
- Read, understand and agree to follow all appropriate school policies
- Be responsible for own safety and not endanger that of colleagues/visitors to the workplace
- Ensure that output and quality of work is of a high standard and complies with current legislation / standards

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the school finance officer will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.

The duties of this post may vary from time to time, as required by the headteacher and in consultation with the postholder, without changing their general character or the level of responsibility entailed. The school will provide appropriate training as and when required.

Headteacher/line manager's signature:

Date:

Postholder's signature:

Date:

Last review date: 04/07/2023

Next review date: 23/09/2024