

Job description

Job title: Finance Officer
Job ref: XS 5.2
School:
Grade: Dorset Grade 5 + 4 LMI*
Reports to: Senior Finance Officer / Headteacher and SMT

Main job purpose

To develop, implement and provide budgetary and financial management services to the Headteacher/SMT/Governors/Senior Finance Officer, as appropriate.

To develop financial management services to Budget heads within the school as required, within the terms of the County Council's scheme of financial delegation to school and County Council's standing orders and regulations.

Main responsibilities and duties

1. To keep the Senior Finance Officer/Headteacher and SLT informed of significant financial development.
2. To ensure the timely and accurate provision of budget monitoring and other information to managers.
3. To profile accurately budgetary information, to monitor and compare expenditure against budget, highlighting significant variances and investigating the reasons for such occurrences.
4. To ensure, through liaison with the Senior Finance Officer/Headteacher and SMT (and the Resources/Education Directorate, as appropriate) that budgets are constantly updated to reflect changing circumstances and virements.
5. To produce summary information.
6. To advise on systems and budgetary control, to ensure that appropriate accounting systems are maintained and/or developed as appropriate.
7. To provide advice, assistance and training to budget holders and other staff on financial and budgetary control matters.
8. To collect, reconcile and bank monies as appropriate.
9. To assist in the preparation of the School's annual revenue budget.
10. To assist in the development and maintenance of costing information.
11. To assist Senior Finance Officer/Headteacher and SMT in securing funds/grants.
12. To assist the Senior Finance Officer and deputise as necessary.
13. Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy
14. Manage Data Protection records for the school in-line with expectations.
15. To assist with general administration.

Knowledge & skills

The postholder must have experience of effective financial administration and general accounting practices.

Possession of a recognised accountancy qualification will be an advantage, as will knowledge and experience of education funding arrangements.

Data Protection awareness is desirable but not essential as training will be given.



Job description

Supervision & management

The postholder will often be required to work without direct supervision. Supervision will be present where necessary.

Problem Solving and creativity

To deal with changing and conflicting deadlines and frequent interruptions to work, supervision of staff and allocation of work.

Key contacts & relationships

Daily contact by telephone/face to face with Headteacher/Staff/Students/Parents and other visitors to the school.

Decision making

Work to deadlines; to prioritise own workload and allocation of duties to other team members. Frequently deals with non-routine queries and forwarding matters to appropriate staff where necessary.

Resources

General office equipment (e.g. word processor, photocopier and telephone).

Working environment

Office based post with occasional driving requirements to attend meetings.

There may be a requirement to process heavy loads of incoming/outgoing mail.

Approval			
Prepared by	Chris Matthews	Date	January 2005
Designation	Pay and Reward Manager		

***Where Labour Market Increments (LMI) are payable these are reviewable on a 3 yearly basis.**