

JOB DESCRIPTION

- Post :** Finance Officer
- Grade :** G (scale point range : 19 - 27)
- Salary :** £18,746 to £24,174 (pro-rata) depending on experience
- Hours per week :** 25 hours to be worked all year round with 24.5 days holiday (rising to 29.5 days after 5 years continuous services) to be taken during school holidays. Required working days are Monday Tuesday, Thursday and Friday.

JOB PURPOSE

To be responsible for the day to day financial management of the school including banking and reconciliation, to supervise the Finance Team and work closely with the Personnel Officer. This post requires a high level of communication and cooperation with other staff in the school.

MAIN DUTIES AND RESPONSIBILITIES

Under the direction and control of the Business Manager.

1. To operate the FMS financial management system and maintain associated manual records as appropriate
2. To liaise with GCC and the Personnel Officer when required
3. To undertake the monthly reconciliation procedure raising any relevant queries with the Business Manager
4. To ensure the production of financial reports from the FMS system as required on a regular basis to inform budget holders
5. To act as administrator on the school bank account
6. Oversee BACS payments on a weekly basis
7. Maintain a monthly cash flow report and share with the Business Manager
8. Reclaim VAT via the GCC procedure on a monthly basis

9. Monitor and oversee the performance of the Finance Team
10. To work closely with the GCC Area Finance Officer
11. To undertake training when appropriate
12. The ability to communicate at all levels with care and discretion both face to face and by telephone

This job description is not necessarily a comprehensive definition of the post, and the post holder may be required to undertake such other tasks appropriate to the level of the appointment as may be required. It may be reviewed annually or earlier if necessary, and it may be subject to modification or amendment after consultation with the post holder.

Person Specification

Essential requirements:

- proven financial experience
- be computer literate with excellent excel skills
- accurate and methodical working
- a willingness to work flexibly and cooperatively with a whole school approach
- the ability to preserve confidentiality, particularly relating to staff information

Desirable qualities and skills:

- experience of financial work in a school
- knowledge of and proficiency with IT systems
- experience of working as part of an office team
- an ability to relate positively to all pupils and colleagues
- ability to work with information and communication technology
- flexibility and good humour

QUALIFICATIONS/EXPERIENCE

No specific qualifications required although AAT would be advantageous.

SUPERVISORY RESPONSIBILITY

The Finance Team

SUPERVISION RECEIVED

The Business Manager

PRINCIPAL CONTACTS

Staff

SPECIAL CONDITIONS

This post is to be worked all year round. The post holder will be expected to take leave entitlement when the school is not in session.

EQUAL OPPORTUNITIES

The post holder is required to assist in the implementation of Gloucestershire County Council's equal opportunity objectives, and the school's Equal Opportunities Policy.

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.