

Manchester City Council
Chapel Street Community Primary School

Job Description



Finance Officer – Grade 5 (Schools)

The post holder will report to the School Business Manager or Admin & Communication Manager. Apart from other colleagues in the school, main contacts of the job are the, School Business Manager, Deputy Headteacher, Headteacher, administrative staff, teaching staff, other support staff and pupils.

Main Purpose of the job

- To work collaboratively with all staff and parents in order to support pupil wellbeing and to promote the five outcomes of Every Child Matters.
- To provide a comprehensive and accurate financial administration service to the school.
- To ensure the smooth-running and input of relevant data to the payroll process.
- To assist the Business Manager in the efficient and prudent management of the school's finances.

Main Duties

- 1 Assist the Business Manager in the efficient and prudent management of school funds through the provision of a comprehensive and accurate financial administration service.
- 2 Ensure the smooth-running and input of relevant data to the payroll process, including the day-to-day management of the payroll provider, ensuring service level agreements are met, are accurate and up to date, and data is collated and submitted as required.
- 3 Undertake procurement procedures, including to raise purchase orders, process and record school debit card payments and arrange payment of invoices, liaising with suppliers as appropriate and raising invoices relating to lettings.
- 4 Undertake routine financial administration procedures (to include data input and the generation of budget holder reports), ensuring that work is accurate, of a high standard and is in accordance with the school financial procedures and regulations, whilst ensuring the efficient delivery of consistent financial reporting.
- 5 Organise the financial arrangements for the collection of payments for school trips and events, and the sale of academic material.
- 6 Monitor outstanding debts on a regular basis and liaise with other stakeholders in line with the school's credit control policy, ensuring the Admin & Communication Manager and School Business Manager are kept informed of all issues.
- 7 Prepare regular and ad-hoc material, both manually and through computerised systems as requested by the Admin & Communication Manager and Business Manager, for evaluation, including reports and financial data.

- 8 Maintain the asset inventory and assist in the school's asset management process, alerting the Admin & Communication Manager and Business Manager to any areas of concern.
- 9 Maintain contract information, alerting the Business Manager to contract end dates.
- 10 Maintain accurate books of accounts and computer records, which record the school's financial transactions, including order forms, invoices, cash, receipts and other paperwork.
- 11 To ensure accuracy and confidentiality of all information produced.
- 12 To assist with pupil welfare duties, including the supervision of students at lunchtime and on visits, trips and out of school activities, under the agreed system for the school to ensure safety and welfare of pupils.
- 13 To assist with administration duties including test administration as part of the agreed system for school.
- 14 To attend and participate in relevant meetings as required.
- 15 Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and external communications.
- 16 To be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- 17 To work as part of a team to support colleagues and contribute to the vision, values ethos and work of the school.
- 18 Help to identify own personal development needs and to participate in training and other learning activities and performance development as required, to improve own practice.
- 19 To undertake any other additional duties commensurate with the grade of the post at the discretion of the Head Teacher and to meet the needs of the school.

Where the role holder is disabled every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the role. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but will be reviewed annually.

	Name	Role	Signature	Date
Post Holder				
Line Manager				
Headteacher	Ella Hughes	Headteacher		

**Manchester City Council
Person Specification
Finance Officer**

For this job we are looking for:

- 1 A knowledge and understanding of the principles and practices of finance, and experience of working in a financial environment.
- 2 An understanding of the requirements for ensuring an efficient payroll and personnel system.
- 3 A knowledge and understanding of finance administration.
- 4 Experience of analysing financial information.
- 5 Ability to analyse complex information and statistical data to produce reports and commentary using spreadsheets and databases.
- 6 Excellent IT skills and the ability to use financial management software packages or similar systems.
- 7 Ability to develop and review financial systems and procedures and implement improvements.
- 8 Effective communicator, both verbally and in writing, with an ability to relate to staff at all levels.
- 9 Excellent numerical skills to check and record accurate financial information, with an ability to proof read large amounts of financial data.
- 10 Ability to keep accurate financial records and maintain an efficient filing system.
- 11 An understanding of the importance of financial regulations, and a knowledge of such regulations or an ability to learn these through training.
- 12 Excellent organisational skills.
- 13 Willingness to attend any training courses as may be required in the future.
- 14 Willingness to abide by the City Council's and Governors' various policies.

Personal style and behaviour

- 15 Tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues at work.
- 16 Self-motivation and personal drive to complete tasks to the required timescales and quality standards.
- 17 The flexibility to adapt to changing workload demands and new school challenges.
- 18 Personal commitment to ensure services are equally accessible to the diverse needs of users.
- 19 Personal commitment to continuous self-development.
- 20 Personal Commitment to continuous service improvement.
- 21 Personal commitment to the school's professional standards, including dress code, at all times
- 22 Be willing to consent to and apply for an enhanced disclosure to a DBS (Disclosure and Barring) check.