

Blue Gate Fields Infant School
Job Description
Finance Officer – Part Time

Job Purpose:

1. To ensure the school financial management system is effectively and efficiently maintained.
2. Complete statutory return procedures for scrutiny and approval by the Head teacher.
3. Ensure implementation of the school financial procedures are fully and correctly implemented by all colleagues.
4. To provide financial reports and updates as required by the Governors, Head teacher and school policy.
5. To liaise with external providers to ensure statutory requirements and best practice are fully implemented.

Specific Responsibilities:

1. Check, input and reconcile all financial transactions into the school financial management system.
2. Manage the day-to-day operation of finance
3. Ensure all financial procedures overseen by other colleagues are in accordance with statute and best practice.
4. Provide reports to all budget holders as reasonably requested and provide advice on monitoring their budget.
5. Provide reports required by Tower Hamlets, as required, generally monthly.
6. Prepare forecasts of income and expenditure and communicate the timetable of financial and management accounts.
7. Monitor all budgets and ensure no unauthorised spend and overspend occurs.
8. Provide guidance, training, support and 'how to guides' such that authorised colleagues will be able to deputise for this role as required.
9. Ensure all payments of salaries, invoices and other expenditure are made correctly in accordance with school specified time-limits.
10. Collect, reconcile and calculate all cash, receipts and payments and prepare cash for banking.

11. Supply information for a specific purpose e.g. VAT records, identifying and accessing relevant data.
12. Assist with the overview of the tendering exercise and make recommendations on which contractors to engage.
13. Make purchasing recommendations and administer invoicing and payment arrangements for the ordering or hiring of goods and services in line with school policies.
14. Advise on requisitioning procedures including guidance on best value suppliers and ensure cost effectiveness for the school in the provision of goods and services.
15. Ensure that the finance system back up and security systems are effectively and efficiently maintained.
16. To support the Senior Administrative officer in preparing guides, training and protocols for all financial aspects of roles: specifically relating to collection, storage, ordering and invoicing.
17. Line Manage the finance administration assistant with regards to their capability to deputise in the case of short-term absence, for the purposes only of accessing basic reports and placing basic orders as per current practice and/ or as reasonably directed by the Head teacher.
Note: This in no way is to extend to any role that would compromise the school financial system or breach the financial regulations.
18. Liaise with the school's Financial Consultant on a regular basis to ensure effective management.
19. Hold overall responsibility of financial systems and databases, inputting and extracting data and producing statistical returns as required by HCC, School, Governors and the DFE.
20. Comply with relevant legislation e.g. Health and Safety, Fire Regulations.
21. Carry out any other duties commensurate with the post.
22. To be committed to ensuring the health and safety of pupils, parents, visitors and staff members. To achieve this, staff members must ensure that they understand, and can correctly implement, the school's Health and Safety Policy and associated procedures.

The job description will be reviewed annually and may be amended at any time during the year following discussion between the relevant parties.