



Balfour Primary School

Balfour Road, Brighton, BN1 6NE

01273 507722

www.balfourprimary.co.uk

office@balfour.brighton-hove.sch.uk

JOB DESCRIPTION

JOB TITLE: Finance Officer
REPORTS TO: School Business Manager
GRADE: NJC 4b

PURPOSE OF JOB

To provide financial and administrative support to teachers, the Business Manager and to other stakeholders, working within an established set of procedures, to ensure accurate financial records for the school are maintained, and orders, invoices and payments for goods/services are processed and suppliers are paid. (50%)

Reception / Administration Duties (50%)

PRINCIPAL ACCOUNTABILITIES

- To receive, check and process orders, invoices and payments for goods and services, ensuring that they accurately reflect works completed/goods received, and suppliers are paid within appropriate timescales. To be responsible for banking including liaising with the banks.
 - To record and monitor income and expenditure against budget headings, producing and reconciling such items monthly as necessary.
 - To provide general advice to staff, students and parents and to act as the first point of contact when dealing with queries within Finance.
 - To process monthly financial reconciliations, reports and returns.
 - To maintain accurate and appropriate filing systems, both manual and computerised, and to identify, set up and manage information/records management systems, in accordance with financial regulations.
 - To assist the School Business Manager, as required, to investigate and clear items in suspense, prepare any miscodings reports and corrective journals as required.
 - To assist with the general administration duties within the school and provide support within the Reception area.
-

- To uphold the Council's policies for anti-discriminatory practice and equality of opportunity.
- To uphold the Council's and other departments' Health and Safety requirements, particularly with regard to agreed codes of practice and safe methods of working.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job

PERSON SPECIFICATION

POST TITLE: Finance Officer

CRITERIA	ESSENTIAL CRITERIA (unless otherwise noted)
Job Related Education and Qualifications and Knowledge	<ul style="list-style-type: none"> • NVQ Level 2 or equivalent qualification or experience in relevant discipline • Good knowledge and understanding of relevant ICT packages. <i>(Desireable: including the school's specialist software / equipment / resources)</i> • Working knowledge and understanding of range of relevant policies / codes of practice and awareness of relevant legislation • Ability to perform first aid (training will be given)
Experience	<ul style="list-style-type: none"> • Demonstrable experience of development, management and operation of administrative systems likely to have been gained over a period of two years
Skills & Abilities	<ul style="list-style-type: none"> • Good numerical skills to undertake a variety of tasks, e.g. maintaining accounts for schools activities, producing financial reports • Good literacy skills to undertake a variety of tasks, e.g. minute taking, maintaining diary(ies) producing correspondence on behalf of the Head Teacher • Excellent ICT skills, e.g. production of reports, correspondence, inputting / updating information

- Able to relate well to children and adults, often on behalf of the Head Teacher, e.g. dealing with visitors, passing information / messages to other staff, dealing with sick children, providing advice
- Some need to use analytical, judgmental, creative and developmental skills, e.g. when setting up appropriate systems and producing financial information for line managers / auditors
- Able to demonstrate sensitivity and tact particularly when dealing with the more sensitive issues
- Able to maintain confidentiality
- Able to work accurately and with attention to detail
- Alertness and concentration, e.g. producing financial information, minute taking and drafting correspondence
- Able to undertake short term planning, e.g. managing own workload, ensuring deadlines are met, planning for school activities, e.g. school trips / sports day
- Able to deal with more complex queries and know when to refer to more senior staff
- Able to work constructively as part of a team and to understand school roles and responsibilities and own position within these
- Able to self evaluate learning needs and actively seek learning opportunities

Equalities & Safeguarding

- To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.
- Commitment to Child Protection and safeguarding

Signed: _____

Date: _____