

JOB EVALUATION CODE: EDSH013

SMART

School Based

JOB DESCRIPTION

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| Job Title: | Senior Finance Officer |
| Grade: | I (£23,238 - £30,152) |
| Hours: | 37 hours pw/52 weeks pa (30 days holiday entitlement including Bank Holidays) |
| Responsible to: | Chief Financial Officer |
| Direct Supervisory Responsibility for: | Finance Assistant/s / Apprentice/s |
| Indirect Supervisory Responsibility for: | None |
| Important Functional Relationships: | <u>Internal:</u> CFO, Client Managers, School Finance Teams, Headteachers/Leadership Groups, Governors, Heads of Departments, School budget holders, Trust staff. <u>External:</u> ESFA, LA representatives and Cornwall County Council departments, Inland Revenue, auditors, suppliers of goods and services, Banks, Governors. |

Main Purpose of Job

To provide financial support to the CFO, Headteachers, Leadership Groups, Governors and School heads of departments.

Duties and Responsibilities

- To be responsible for the management and day to day supervision of the Finance Assistants/Apprentices, ensuring the work of the office is undertaken to a high standard and in accordance with school financial policies and procedures. To organise the work of the Finance Office appropriately, ensuring timely completion of all tasks and adherence to deadlines.
- To conduct regular appraisals with finance/administrative staff and to report staff training and development needs to the CFO.
- To be responsible for the routine maintenance and operation of the School's computerised accounting systems and SIMS, including purchase order processing, account payments and receipts, production of invoices and billing, bank processing and reconciliation, and report generation.

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- To maintain the trust's accounting fixed asset register.
- To act as Client Manager for schools within the Trust and to carry out the tasks described within the Client Manager section of the 'Business Management services contract for SMART'. To include:
 - Processing of financial templates from trust schools
 - Making insurance claims on behalf of the trust
 - Providing assistance/support to trust schools for PS Financials
 - Preparation of monthly management accounts for schools within the Trust
 - Preparation of annual budgets for schools within the Trust
 - Processing and reconciliation of the Trust's payroll records
- To provide support to the CFO for audit preparations and liaison with auditors.
- Provide sound advice, support and reports to the 'Client' school and act as the leading point of reference in terms of all of the areas of expertise expected of the role.
- Report on a timely basis to other members of the Central Business Unit, Governors, Headteacher and other relevant bodies in line with their specific requirements, including attendance at Local Governing Committees as required.
- To be responsible for receiving, checking and issuing of receipts for all payments made and monies received by the Central Business Unit.
- To be responsible for the Finance Office's full adherence to the school's security procedures, ensuring security of all monies and financial information at all times. To ensure all processes and work undertaken meets with the financial regulations and internal and external auditory processes.
- To ensure the processing of authorised orders for the Central Business Unit in accordance with the agreed priorities and deadlines set by the CFO and in accordance with the working practices of the finance office.
- To contact suppliers of goods and services to obtain information relating to prices, orders, deliveries and payments as requested by the CFO.
- To be responsible for the preparation and completion of VAT returns.
- To be responsible for the prompt and regular reconciliation off trust bank account statements.
- To make the appropriate arrangements for banking school incoming finances with adherence to the school security procedures.
- To collate financial information, produce financial reports and statistics relating to the school's financial status as required by the CFO.

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- To attend finance team meetings, school management team meetings and Governors meetings as requested by the CFO.
- To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Schools Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection).
- To maintain confidentiality of information acquired in the course of undertaking duties for the department.
- To be responsible for your own continuing self-development, undertaking training as appropriate.
- To undertake other duties appropriate to the grading of the post as required.

Date Updated: June 2017

Updated by: **SMART**

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| ATTRIBUTES | ESSENTIAL | DESIRABLE | HOW IDENTIFIED |
|--|---|---|---------------------------------|
| <u>Relevant Experience</u> | A minimum of 3 years experience in finance-related work. | Relevant finance-related work experience within a school/college environment. | Application form. Interview. |
| <u>Education & Training</u> | Attainment of AAT qualification or relevant 'A' level qualification (or equivalent). As an alternative, 3 years relevant experience may be considered as equivalent. | | Application form. Interview. |
| <u>Special Knowledge & Skills</u> | Good numeracy & literacy skills. Knowledge of accounting systems. Word processing, keyboard & computer skills. | Knowledge of school's or college's accounting systems, manual & computerised. | Interview. |
| <u>Any Additional Factors</u> | Self-motivated. Team worker. Professional & friendly approach. Meticulous. Flexible/Adaptable Comfortable with young people & children. | | Interview. |