



Lewknor C of E Primary School

School Finance Officer

Job Description

The School Finance Officer is an integral part of our team, supporting the Headteacher and Governors in managing the school's finances, administration and premises within the ethos and aims of Lewknor C of E School.

The Finance Officer should:

- Actively model and promote the ethos and values of Lewknor C of E School
- Have a strong understanding of budgeting and financial processes
- Ensure that the school uses its resources effectively and efficiently
- Report to the Headteacher, Governors and other stakeholders
- Be calm and approachable with good inter-personal relationships
- Be able to deal appropriately and communicate effectively with children, staff, parents and visitors to the school in a calm, professional and friendly manner
- Be organised, flexible and able to prioritise under interruption
- Use their initiative
- Be completely confidential

Specific Duties and Skills

Finance

- Manage financial administration procedures to comply with audit controls
- Administer the financial system and maintain accurate records for ordering, payment of invoices and cash registering
- Prepare annual draft budget and regular reviews for Headteacher and Governor approval in line with county timetable
- Complete all annual processes for year end
- Manage the school's bank accounts including monthly banking (own transport / work related insurance essential)
- Reconcile the school procurement card monthly
- Support the school administrator with the reconciliation of all payments made by parents/carers

Administration

- Manage the administration of the payroll system (including staff contracts)
- Manage the service levels of contractors and providers
- Review procurement contracts and make recommendations to the governors for potential savings/service improvement
- Manage the staff absence insurance
- Management of school lettings and other uses of school premises
- Ensure all school supplies are maintained to enable the efficient running of the school
- Assist the Headteacher and Governors in the development and routine maintenance of the school premises
- Complete essential office duties, for example, answering the phone
- Deal with day-to-day administrative queries as required
- Any other duties of a similar nature as required by the Headteacher and Governors

Health and Safety

- Assist in school compliance with all health and safety matters including statutory testing of school equipment, water and alarms
- Monitor and organise the routine maintenance of premises and any emergency repairs
- Be aware of and comply with all policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Maintain a record of all school maintenance
- Responsible for ensuring all health and safety checks are met

Whole School Responsibilities

- Willingness to take part in in-service training related to the role of Finance Officer and any other whole school priorities for improvement
- Attend networking meetings in line with the requirements of the role (for example, partnership or county)
- Take responsibility for one's own health, safety and welfare and the health and safety of pupils, visitors and work colleagues in accordance with the requirements of legislation and locally adopted policies; including taking responsibility for raising concerns with the Headteacher and carrying out specific duties in an emergency

Professional Development

The school is committed to the on-going professional development of its staff. This happens through:

- Appraisal meetings twice a year with the Headteacher
- Attendance on appropriate courses

The school will make the following documents available and an induction will be given by the Headteacher:

- School Development Plan
- School Policies

Personal Skills

Resilience

Honest and trustworthy

Communication skills – written and verbal

Ability to work well with children and adults

Ability to prioritise workloads and multi-task

Ability to work under pressure

Team player

Good ICT skills

Approachable

Eye for detail

Willingness to learn and adapt to new challenges

Have broad shoulders and a good sense of humour

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