



Job Description			
Job Title	Finance Officer	Job Holder	
Author	Sarah Moore	Date Created	1 st September 2019
Date Reviewed		Next Review Date	

This Job Description sets out the scope, duties, responsibilities and working practices that the successful applicant will be required to undertake, discharge and demonstrate on an ongoing basis.

Outline Description of Role
To ensure that the finance function in school runs smoothly and all processes and procedures are undertaken to ensure compliance with the school's Financial Regulations Manual and Policy.

Key:
E – Of Essential Importance and Central to Job Role D – Desirable

Responsibilities		E	D
1.	<p>To assist the Business Manager by effectively and accurately carry out all aspects of financial administration in line with the School's Financial Regulations and Policy. This will include working with the Finance Administrator to:</p> <ul style="list-style-type: none"> Process purchase orders on FMS ensuring the correct authorisation has been received. Process invoices on FMS ensuring the correct authorisation has been received. Deal with any queries from suppliers relating to the above. Ensure month end procedures are completed in a timely manner. Receive, administer and be responsible for all monies including but not exclusive to: trips, extended care, clubs, lunch monies, fundraising etc. Be responsible for ensuring regular banking of all monies collected. Reconcile all Pelican statements to delivery notes and post on FMS in a timely manner to ensure the month end deadline is met. Reconcile income received via Parentpay and post on FMS in a timely manner to ensure the month end deadline is met. Administer requests for petty cash in line with the Financial Regulations and undertake monthly reconciliations in line with the month end procedure. 	✓	
2.	Be responsible for ensuring all purchases of goods and services are subject to the school's Best Value statement including researching alternative products where appropriate.	✓	



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3.	To be responsible for ensuring all accounting processes are followed to include all accounts payable, accounts receivable, recording and reconciliation processes, and use of bank accounts and school credit card.	✓	
4.	Carry out all administration for BACs runs.	✓	
5.	Provide monthly budget reports to Budget Holders and Business Manager.	✓	
6.	To support the Business Manager with any audit, return, etc. that is required for the School to meet its financial obligations.	✓	
7.	Manage the School Finance archive systems to ensure compliance with legal requirements and retention and destruction guidance in paper or electronic format.	✓	
8.	Administer the School fund and all related financial records. To be responsible for arranging the annual school fund audit, distributing the report and carrying out any recommendations as directed.	✓	
9.	Under the direction of the Business Manager and Site Manager produce and send all invoices relating to lettings, SEN funding, Early Years funding and training events and chase payment as necessary.	✓	
10.	Under the direction of the Business Manager and HR Manager collate and submit all monthly payroll amendments to the payroll provider.		
11.	To manage all payroll queries from the payroll provider and staff.	✓	
12.	Be responsible for the smooth running of the School's Extended Care Provision to include: staff rota, contracts, invoicing parents, management of debt, risk assessments, etc.	✓	
13.	To work as part of the general Office Team and provide assistance as directed by the Office Manager with Reprographics and Reception cover.	✓	

Duties		E	D
14.	Undertake such other duties as reasonably correspond to the general character of the post and commensurate with being a member of the Priory School leadership team.	✓	
15.	Contribute to and exemplify the values of the Priory School. The post holder will be expected to comply with any reasonable request from the Head Teacher and Business Manager to undertake work of a similar level that is not specified in this job description. Whilst every effort had been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.	✓	
16.	Understand and comply with the Support Staff Standards at all times.	✓	
17.	Actively promote the inclusion of all children into whole school activities.	✓	

Compliance		E	D
24.	During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Priory School or to the health and personal affairs of students and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation and you will be required to know when or what information can be shared and in what circumstances it is appropriate to do so.	✓	



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18.	Actively seek opportunities for professional development.	✓	
19.	Be aware of and respect all children’s religious beliefs and cultures.	✓	
20.	Support, promote and comply with decisions and policies agreed by the SLT and the governing body.	✓	
21.	Develop effective, professional working relationships with colleagues	✓	
22.	Have due regard for health and safety of self, staff, children and visitors and have responsibility for bringing all matters of concern to the attention of the Business Manager.	✓	
23.	Undertake a 30-minute duty each week.	✓	
25.	During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the General Data Protection Regulations (GDPR) 2018. This includes your responsibilities as a member of staff to process personal and sensitive data in an appropriate manner.	✓	
26.	In accordance with the School’s commitment to follow and adhere to the latest update of the Department for Education’s guidance entitled "Safeguarding Children and Safer Recruitment in Education" and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the School. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the School community and outside agencies, and exercise sound professional judgment which always focuses upon the best interests of the students and the school. You are also required to know and comply with the latest update of DfE document 'Guidance for Safer Working Practice for Adults who work with Children and Young People'. You are required to have satisfactory Enhanced CRB clearance. Your role requires you to observe and maintain appropriate professional boundaries at all times and avoid behaviour that might be misinterpreted by others. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and despatch your duty of care appropriately at all times. You will be expected to present a consistently positive image of the School and uphold public trust and confidence at all times	✓	
27.	The post holder must be aware that any information held by the School in theory could be requested by the public, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the School's policies and procedures.	✓	
28.	No smoking or intoxicants are permitted in any part of the premises or grounds managed, leased or owned by Priory School. No smoking or intoxicants are permitted in School vehicles or in any vehicle parked on School premises. Smoking of any product and the consumption of alcohol are strictly forbidden.	✓	