Northumberland County Council

**JOB DESCRIPTION**

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| **Post Title:** Finance Officer | | **Director/Service/Sector :** Children’s Services | | **Office Use** |
| **Band: 5** | | **Workplace:** Collingwood School and Media Arts College | | JE ref:  HRMS ref: |
| **Responsible to:** School BusinessLeader | | **Date:** | **Manager Level:** |
| **Responsible for:** | | | | |
| **Job Purpose:** To provide financial support to the School Business Leader ensuring that all purchases made and income received is in accordance with financial regulations. | | | | |
| **Resources** | Staff |  | | |
| Finance | | Money Handling and Banking reconciliation, Managing and Evaluating Budgets and Procurement Protocols | | |
| Physical | | All School Resources, including Grounds and Buildings, Accuracy and Security of all school databases. | | |
| Clients | | Extensive involvement: internally Teachers, Other Staff, Pupils, Governors and externally Parents, EducationWelfare Officer, Visitors, Members of the Public, NCC and Government Agencies | | |
| **Duties and key result areas:**  **Organisation**   1. Deal with complex queries 2. Contribute to the planning, development and management of the financial process.   **Administration**  The post holder is required to carry out the following tasks:-  Orders  Liaising with staff placing orders and ensuring proper authorisations are obtained  Where relevant researching suppliers are. best value  Ensuring orders are delivered to correct locations  Dealing with any queries with regard to orders  Expenditure  Coding invoices to the correct expenditure code and ensuring invoices are properly authorised.  Raising cheques for payment where required ensuring creditor terms are maximised.  Overseeing the matching of invoices, passing for signature, ensuring invoices are filed.  Overseeing the raising of credit notes/cancelling invoices.  Overseeing and ensuring statements are checked and copy invoices requested when needed.  Ensuring adequate funds in local account for purchases to be made  End of month reconciliation of accounts.  Income  Overseeing the matching of receipts with invoices  Recording non invoiced income against relevant code  Ensuring the collection income.  Counting and checking money collected and entering on relevant spreadsheets  Banking of cash and cheques  Petty Cash  Overseeing requests from staff and the distribution of cash/cheques  Overseeing posting records on system  Arranging for reimbursement of the imprest accounts  Obtaining/collecting cash from bank  System Housekeeping  Having an overall awareness of the need to match spending to Budget, alerting Business Manager to potential overspending  Identifying which account income/expenditure relates to and recording accordingly  Overseeing and ensuring that all records are kept up to date.  Dealing with any banking errors.  General  In conjunction with the Business Leader and caretaker, sorting out damage to furniture and premises and arranging any necessary repairs to assets/premise as part of the mandatory statutory testing.  In conjunction with the Business Leader reporting regularly to budget holders  Arranging PAT Testing  In conjunction with the relevant staff, recording and banking money collected for various school activities.  Manage the school lunch system  Bank reconciliations  Obtaining extra cash from bank as and when required  Chasing all outstanding debts from lettings and parents and liaising with County as and when required  Dealing with payroll enquiries  Dealing with any returned (bounced) payments from bank promptly and tactfully  Assisting with all audits and implementing changes required  Any other job deemed necessary for the smooth running of the Finance Department  Dealing with the Charitable Commission.  **Responsibilities**  1. Comply with and assist with the development of policies and procedures relating to:  a. Child protection  b. Health and safety  c. Data protection  d. Confidentiality  Reporting all concerns to an appropriate person.  2 . Support the school’s policies that ensure equality of opportunity  3. Contribute to the overall ethos of the school  4. Establish constructive relationships and communicate effectively with external agencies  5. Attend and participate in regular meetings  6. Participate in training and development as required.  7. Recognise and share own strengths and areas of expertise and skills with others  8. To undertake other duties and responsibilities as required commensurate with the grade of the post  This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You are therefore under a duty to use the school’s procedures to report any concerns you may have regarding the safety or well-being of any child or young person.  The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis. | | | | |
| **Work Arrangements** | | | | |
| Transport requirements:  Working patterns:  Working conditions: | | None  Normal hours but need to also work ‘out-of hours’ as necessary.  Normally indoors. | | |

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PERSON SPECIFICATION

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| **Post Title:**  Finance Officer | **Service: Collingwood School and Media Arts college** | Ref: 3107 |
| **Essential** | **Desirable** | **Assess by:** |
| **Knowledge and Qualifications** | | |

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| ● AAT qualified level 2. | ● Good numeracy and literacy to A-level standard |  |
| **Experience** | | |
| ● Experience of working in a busy finance office.  ● Experience of reconciling bank accounts and petty cash  ● Experience of purchasing | ● Previous experience of working in a school experience.   * Experience of Oracle |  |
| **Skills and competencies** | | |
| ● Excellent interpersonal skills.  ● Excellent organisational skills.  ● Excellent verbal and written communication skills.  ● Extensive skills in the use of Excel  ● Ability to resolve problems and work on own initiative.  ● Ability to plan and prioritise work.  ● Ability to set and work to deadlines.  ● Ability to remain calm and polite under pressure.  ● Exercises due care and attention to detail.  ● To maintain strict confidentiality at all times  ● Reliable and keeps good time.  ● Promotes equal opportunities and diversity in all aspects of work.  ● Proactive, achievement orientated and work on own initiative |  |  |
| **Physical, mental and emotional demands** | | |
| ● Works in a seated constrained position. Some standing, walking, stretching & lifting.  ● Regular periods of concentrated mental attention with some pressure from deadlines, interruptions and conflicting demands.  ● Minimal exposure to disagreeable, unpleasant or hazardous conditions. |  |  |
| **Other** | | |
| ● Flexible approach to work |  |  |