

JOB DESCRIPTION	
<b>Job Title</b>	<b>School Finance Officer</b>
<b>Grade</b>	479 Points Grade N6
<b>Location</b>	Regent Farm First School Wansbeck Road South Gosforth NE3 3PE
<b>Terms and Conditions</b>	Hours per week – 25 hours Term time only plus 5 additional days of school holidays
<b>Responsible to:</b>	Head Teacher
<b>Responsible for:</b>	N/A
<b>Job Purpose:</b> <ul style="list-style-type: none"> <li>To join the administration team and support the school in the overall management and organisation of Finance, Personnel and Administration ensuring effective, high quality and professional administrative support. The main focus of the role will be finance.</li> <li>To maintain confidentiality and security of information at all times.</li> <li>To advocate a positive and proactive manner within school.</li> </ul>	
<b>Duties:</b> <p><b><u>Financial duties</u></b></p> <ul style="list-style-type: none"> <li>Monitor and maintain the school's delegated budget including liaising with payroll, the preparation and dispatch of orders, receipts for deliveries, processing and payment of invoices for payment and the issue and stocktaking of stationery supplies.</li> <li>Maintain accounts relating to the collection of other funds – School Fund Account, Fundraising Account, Maintenance Account, Gift Aid Account, Petty Cash, etc, and the recording and postage of outgoing examination mail.</li> <li>Ensure that all expenditure is correctly authorised prior to payment, and that Bank Accounts (LMS, School Fund) are effectively managed to produce cash flow and financial interest benefits to schools.</li> <li>Ensure that all income due is correctly accounted for in respect of lettings, mentorship and fundraising activities.</li> <li>Ensure that all overtime and additional payment claims are processed correctly.</li> <li>Ensure that financial statistical data is maintained and returned as appropriate.</li> <li>To write bids to secure additional funding for the school.</li> </ul> <p><b><u>Personnel</u></b></p> <ul style="list-style-type: none"> <li>Assist the administration officer with personnel matters</li> <li>Organise adverts as requested</li> <li>Coordinate 'job packs' for staff recruitment</li> </ul>	

- Coordinate interviews for staff recruitment
- Collect references for interview candidates
- Distribute completed application forms to relevant personnel
- Check and update staff information held on Sims.net
- Any other duties as requested by the Head Teacher
- To maintain the single central register.
- To promote and implement the School's/Council's Equality Policy in all aspects of employment and service delivery.

### **Administration**

- Monitor, evaluate and develop school office systems and procedure
- Assist Administration Officer with data input/processing of Annual Returns such as school CENSUS
- Work as part of the office team and when workloads demand, assist with other administrative tasks
- Type, file, photocopy etc when required
- Maintain and update internal school forms and documents
- Liaise with members of the SLT and other staff
- Identify any training requirements
- Take the lead in encouraging a positive and proactive approach to all school procedures

### **School**

- To work within school policies and procedures
- To contribute to the provision of an effective environment for learning
- To support the promotion of positive relationships with parents and outside agencies
- To attend skill training and participate in personal/performance development as required
- To take care for their own and other people's health and safety
- To be aware of the confidential nature of issues

Undertake any other relevant duties after consultation with the Head Teacher

### **Equal opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

### **Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

### **Safeguarding Commitment**

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.