**Role Profile**

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| **Service:** |  |
| **Location:** | **Moss Hall Schools Federation** |
| **Job Title:** | **School Finance – Level Three** |
| **Grade:** | **F** |
| **Post No.:** |  |
| **Reports to:** | **Executive Head teacher /Federation Business Manager/ Heads of School** |

1. **Purpose of Job:**

Provide a full range of finance administrative support to the school

This will include assisting with the design and implementation of the school’s financial procedures and systems and maintaining the school’s accounting system

1. **Key accountabilities/duties/responsibilities:**

Each school is organised differently, and the range of duties carried out with be different in each school The below section of this role profile will give examples of the duties and responsibilities that may be carried out.

This list is not exhaustive.

* Assist with the design and implementation of the school’s financial procedures and systems

* Assist with the preparation/prepare draft annual budget and financial plans

* Maintain the school’s accounting systems

* Undertake detailed monitoring of monthly expenditure, advising on the reason for an implication of variances and any recommendations

* Produce financial analysis and reports, including liaising and reporting to the Local Authority

* Manage petty cash and ensure appropriate use of school’s bank accounts

* Process orders and approve payments ensuring correct financial control is applied

* Reconcile accounts

* Responsible for adherence to financial regulations and audit requirements and advising on the application of these

* Provide general financial advice and guidance to staff, pupils and others

* Collate VAT returns and payments

* Manage stocks of supplies and consumables

* May supervise finance staff

* May undertake administrative duties

# Promotion of Corporate Values

To ensure that customer care is maintained to the agreed standards according to the council’s values. To ensure that a high level of confidentiality is maintained in all aspects of work.

# Flexibility

The jobholder may be required to carry out other reasonable duties commensurate with the grade, as requested by line manager.

This job description is not exhaustive and may change as the post or the needs of the Council develop. Such changes will be subject to consultation between the post holder and their manager and, if necessary, further job evaluation.

# The Council’s Commitment to Equality

To deliver the council’s commitment to equality of opportunity in the provision of its services. All staff are expected to promote equality in the work place and in the services the council delivers.

**PERSON SPECIFICATION**

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| **Knowledge, training and experience** |
| * Working at or towards national occupational standards for accountancy and finance and knowledge/skills equivalent to national qualifications level 4 such as entry level AAT      * Experience of working in a finance role      * Knowledge of data protection, safeguarding and confidentiality issues      * Knowledge and understanding of financial regulations and audit requirements      * Knowledge of the school’s accounting and financial procedures      * Thorough understanding of appropriate specialised systems and financial procedures      * Proficient user of MS Office software and/or other in-house software |
| **Skills** |
| **Planning, organising and controlling skills**     * Work within the school policies and procedures organise, plan, and deliver work that is usually completed in the short term      * Provide a full range of financial administrative support to the school      * Use of analytical skills to complete tasks such as processing orders and payments, financial monitoring and reporting, assisting with budget preparation, reconciling accounts, undertake accounting analysis, fulfil audit requirements      * Assists with the design and implementation of the school’s financial procedures and systems |
| **Communication and influencing skills**     * Provide detailed financial information, advice and guidance to head teaches, teachers, other school employees, governors, pupils, parents/carers      * Deal with face-to-face and telephone enquiries relating to financial procedures and processes      * Build and maintain effective working relationships with colleagues to ensure the appropriate level of service is provided      * Produce financial analysis and reports, including liaising and reporting to the Local Authority as required      * May undertake reception duties including dealing with visitors requiring courtesy, tact and diplomacy |
| **Initiative and Innovation skills**     * Work within team plans, school policies, procedures, internal and external guidelines and statutory requirements      * Use of initiative to interpret and analyse financial information and produce reports as required      * Use of initiative in advising on the reason/implication of variances and to make recommendations following monitoring of monthly expenditure      * Assist with the design and implementation of the school’s financial procedures and systems and preparation of the draft annual budget and financial plans      * Ensure appropriate use of the school’s bank accounts      * Responsible for adherence to financial regulations and audit requirements |

**Supplementary Information Form**

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| **Post Title** | **School Finance – Level Three** |
| **Service Area** |  |
| **Job Ref Number** | For office use |
| **Budget management accountability** | Assist with the preparation/prepare draft annual budget and financial plans    Undertake detailed monitoring of monthly expenditure, advising on the reason for an implication of variances    Manage petty cash account    Process orders and approves payments    Responsible for adherence to financial regulations and audit requirements and advising on the application of these |
| **Staff management accountability** | May supervise other finance staff |
| **Physical effort** | There is no or very limited requirement to use additional effort and/or strain |
| **Working environment** | The job is based in an office environment within a federation of 2 adjoining schools which are pleasant work environments    Exposure to occasional verbal abuse and/or challenging behaviours from pupils and/or parents/carers who may become upset at the situations they find themselves in |