MANOR GREEN
SCHOOL

JOB TITLE: Senior Finance Officer
WORKING PATTERN: 30 hours per week Term time + 2 weeks   **GRADE: Scale 5**

Responsible to:	Head of Finance

Main purpose of the job:

To support the Head of Finance and Finance Officers to manage the school's budget, funding and procurement process on behalf of the Headteacher and Governing Board (GB).

To support the Head of Finance with the financial management planning and delivery for the school.

To support the Head of Finance with day to day finance-related operations.

Responsibilities:

- To support the Head of Finance in delivering the Financial Strategy for the school
- To undertake accounting tasks as delegated by the Head of Finance
- To undertake procurement tasks and feasibility studies as required
- To act as the school's credit controller
- To deal with queries form budget holders
- To support the Head of Finance in maximising income streams
- To support the Finance Officers with income and expenditure issues as required

Key tasks:

- To support the Head of Finance with the monthly management reporting
- To support the Head of Finance with annual statutory accounts as required by the Local Authority, the Charities Commission and the Governing Board
- To support audits and inspections
- To undertake credit control activities and resolve related cash flow concerns
- To support tendering processes under the direction of the Head of Finance
- To monitor budgets and support budget holders
- To liaise with the HR team in relation to the staffing budget and staff post numbers
- To act in accordance with statutory requirements and the Finance Policy
- To liaise with the local authority as required by the Head of Finance
- To undertake financial analysis
- To undertake reconciliations
- To maintain financial records
- To produce reports required by the Head of Finance

General duties:

- To act in accordance with the school's Golden Rules and the Equality Act 2010
- Maintain confidentiality and professional conduct at all times
- Support, promote and comply with decisions and policies agreed by the SLT, the LA and the GB
- Develop own professional knowledge, skills and understanding through active participation in training
- Any other reasonable duties as required by the Head of Finance or SLT.

PERSON SPECIFICATION	JOB TITLE: Senior Finance Officer	Grade

Key	E= (Essential) D= (Desirable) A= (Application Form) I= (Interview process)

Qualifications		E	D	A	I
1	Part qualified accountant or recognised bookkeeping qualification	✓		✓	
2	Willingness to qualify and continue professional development	✓		✓	✓

Successful Experience of:		E	D	A	I
2	Accounting or bookkeeping within an organisation and using relevant software packages.	✓		✓	✓
3	Credit control and dealing with suppliers	✓		✓	✓
4	Procurement and purchasing	✓		✓	✓
6	Experience of advising and supporting budget holders	✓		✓	✓

Knowledge and Understanding Able to evidence and apply up to date secure knowledge and understanding of:		E	D	A	I
	Fundamentals of accounting	✓		✓	✓
	School accounting		✓	✓	✓

Skills		E	D	A	I
14	Excellent communication skills at all levels	✓		✓	✓
16	Strong skills in financial analysis and attention to detail	✓		✓	✓
19	Highly effective administrative and organisational skills with the ability to use ICT including Excel skills	✓		✓	✓

		E	D	A	I
20	The ability to establish effective working relationships at all levels within an organisation and outside agencies	✓			✓
22	Able to present financial information in a way that is accessible to the non-specialist	✓			✓
23	Ability to work independently	✓		✓	✓
Personal Attributes Able to consistently demonstrate evidence of:		E	D	A	I
25	Reliability, honesty and integrity	✓			✓
28	Being suitable to work with children and able to always maintain appropriate professional boundaries between oneself and children and other work colleagues.	✓		✓	✓
29	A desire to constantly improve own practice/knowledge through training, self-evaluation and learning from others	✓		✓	✓