



Bush Hill Park Primary School

Job Description – Finance Officer

Scale:	Scale 6 (Salary range £23,971-£25,744 pa inc)
Hours:	35 hrs per week – 40 weeks per year (Term-time only plus 5 days during the school holiday) <i>Must also attend Termly Governors' Meeting – Resource Committee</i>
Responsible to:	School Business Manager

Core purpose and responsibilities:

- To undertake the day-to-day administration of the school's financial systems and assist in the management of finance and resources within the school.
- Assist the Headteacher/SBM in ensuring that financial and statutory regulations and procedures are adhered to.
- To work within the main School Office with 'Front of House' responsibilities as outline by the School Business Manager and be part of the wider Administration Support Staff of the school.
- To have a dedicated desk/room to fulfil Finance Administration duties confidentially.

Code of ethics which must be adhered to:

- Fulfil their professional responsibilities with honesty, integrity and objectivity, working within the limits of their professional competence.
- Comply with all statutory regulations and provisions.
- Pursue the good stewardship of school resources and refrain from using their position for personal gain.
- Not tolerate the failure of others to act in an ethical manner and pursue appropriate measures to correct such failures including whistleblowing if necessary.
- Have proper and professional regard for the ethos, policies and practices of the school in which they work.
- Treat pupils, parents, carers, governors, community, and staff members with dignity; building relationships rooted in mutual respect, and at all times observe proper boundaries appropriate to their professional position.
- Have regard for the need to safeguard pupils' wellbeing, in accordance with statutory provisions.
- Maintain the confidentiality of data and information.
- Contribute to and model the vision values, moral purpose, learning styles, leadership styles and ethos of the school.
- Complete statutory finance and fraud training and other professional training as required.

Key Responsibilities

Main Finance Duties:

- Ensure that procedures for ordering and invoice certification are in place and adhered to, and invoices are encoded using the appropriate Budget/CFR Code against the correct department.
- Place orders for all materials and equipment - check items delivered are sound, and distribute parcels and deliveries to staff as appropriate, making sure to arrange for the return of defective or unwanted goods asap and liaise with the supplier by phone/email.
- Match delivery notes with invoices, ensuring goods have been received, prices are correct, and item amounts as ordered.
- Investigate queries relating to invoices/orders and resolve them, to enable timely payment.
- Ensure the safekeeping of all monies received on the school site is secured safely in the school safe.
- Balance and enter credit card expenses monthly, ensuring spend is within credit limit and timely payment made.
- Carry out monthly bank reconciliation and prepare monthly reconciliation statement.
- Prepare and process monthly VAT return to local authority by email, to requirement specifications and deadlines, copy in SBM after sign off and save in VAT folder.
- Prepare every monthly period end and close each month's accounts before beginning the next period month.
- Maintain Budget spreadsheet with all relevant changes to staffing hours, pay scales, etc, in line with videpay changes.
- Update Budget Holders monthly and monitor balance within each budget.
- Assist SBM with accounts and their preparation for Governors and meetings as required.
- Prepare Quarterly Returns and receive sign off before sending to the LA.
- Prepare and carry out all procedures and work for annual Year End including system housekeeping, correct carry forward, update Budget Spreadsheet, and necessary returns to LA for the new financial year.
- Prepare and carry out work for the Annual Budget Setting, including inputting all staff salaries, pay numbers, years of service and TLRs etc.
- To ensure all LA deadlines are adhered to, including annual returns, quarterly returns, and monthly returns.
- Administer Coolmilk and Nursery Milk schemes, including the numbers of all new admissions and leavers.
- Ensure Amazon and all online orders and transactions are ONLY received from nominated and authorized staff before sign-off by SBM.
- Support SBM with all income generation initiatives, researching, projecting, preparing and monitoring projects.
- Monitor all contracts with suppliers and SLAs with the LA to ensure Best Value and effectiveness.
- Prepare cheques for designated signature and authorisation, in accordance with London Borough of Enfield's Finance Handbook ensuring accurate recording on finance systems. Responsible for the security of all cheque books, pre-printed cheques and commercial cards.
- To ensure invoices received are paid within 30 days or as stipulated on the invoice.

- To be responsible for and assist with the prompt collection of monies due to the school, issuing receipts and banking intact all cash and cheques received on a weekly basis.
- Assist the School Business Manager with Procurement of materials, equipment and services as required, having regard to Value for Money and ensuring that the most competitive prices are obtained for the school - checking the full and safe receipt of goods and services.
- Prepare reports of income and expenditure for consideration by the SBM, Headteacher, and Governors, at Governors Termly Resources Meeting.
- Work alongside the IT, and Administration Team with the maintenance of records relating to the acquisition of assets, ensuring it is up to date, liaising with budget holders as required.
- Prepare and complete monthly spreadsheet to Payroll containing staff absence and overtime as and when requested.
- Check payroll on a monthly basis accurately and prepare journal and enter into RM Finance.
- Check VAT payments to contractors following HMRC procedure to report for intermediary's legislation (IR35).
- Locate payments for Working Tax Credits to parents.
- Set up finance records at the beginning of the financial year and archive the previous years.
- Maintain constant Credit Control to ensure parents follow the school's no debt policy and help with letters and communication to parents when a payment agreement is needed.
- Ensure regular budget checking and virements follow the LA's finance procedures.
- Create waivers for contractors if necessary in line with the LA's finance procedures.
- Regularly maintain and update meal patterns which have replaced the till.
- Assist with reception duties morning and afternoon in the School Office, as and when needed.

Lettings:

- Responsible for calculating charges, sending reminders, invoicing, collecting and banking income for lettings.
- Ensure Lettings Policy is followed and recommended amends are made in line with day-to-day practice for governor sign off.

RM Finance and Finance Services:

- Maintain and assist in the management of the data on the school's RM Finance accounting system.
- To be responsible for filing and security of the school's financial records.
- Liaise with Auditors and staff from 'Count On' Financial Services.
- Record and bank all monies received into the school, school journey monies, main fund, trips and visits, collections etc. via ParentPay and in accordance with the LBE Finance Manual.
- Process and enter ParentPay invoices/income
- Enter invoices, credit notes, and income etc accurately on RM Finance
- Monitor online banking entries regularly and ensure cash flow is in order.
- Monitor and accurately administrate HSBC NET and HSBC BACS.

Statistical and Computerised Duties:

- Assist in maintaining the school's MIS system, including responsibility for Census returns - responsible for accurate CENSUS submissions to LA after securing authorisation from SBM and Headteacher, and downloading files, profiles from the LA as necessary.
- Carry out desk research and create excel spreadsheets as and when required.
- Demonstrate as required, to clerical, support and teaching staff, the use and capability of the MIS.
- Ensure the MIS is accurate and check staffing records are correct, including pay numbers, contact information, and starters and leavers are inputted and/or archived in a timely manner.
- Assist in procedures relating to new admissions and leavers and process the associated administrative documentation – making sure to compile all the necessary paperwork relating to new admissions for September each year, including downloading new admissions from SAM into Scholarpack.

Clerical and Administration:

- Compose and type correspondence and other documentation as required including items of a confidential nature.
- Check, retrieve and respond to emails sent to the office on a daily basis forwarding as necessary to relevant staff.
- Assist PA in preparation of packs for prospective posts, interviews and issue letters of appointment etc. under the instruction of the Headteacher and SBM.
- To process personnel and employment documentation i.e. collection of references, proof of identity, bank details DBS forms - complete, receive sign-off for, and return Videpays relating to the recruitment of teaching and non-teaching staff, including changes of present staff and employees by the monthly deadline.
- Keep an audit of consumables needed within the Administration and Senior Management Teams so spare items are always in stock.
- Assist the ICT Lead and SBM with asset management and maintain an accurate and up-to-date list of items belonging to the school in line with the LA's Finance Manual.
- Create and keep an orderly and well organised filing system of all finance files, and where necessary, maintain personnel and pupil files.

Other Duties:

- Ensure the safe evacuation of school office staff and the monitoring of all such staff in the event of an emergency.
- Accept additional responsibilities like First Aid training as and when required.
- Any other duties within the scope of this function as directed by the Headteacher and SBM.
- Support the SBM with the management of Health and Safety records for the school site – creating and maintaining an effective filing system and up-to-date records.

Equal Opportunities

The School is committed to achieving equality of opportunity in its service provision and amongst the workforce. All employees are, therefore, expected to understand, comply with and promote the School's policies in this respect and, in particular, take care not to commit any acts of unlawful discrimination.

Health & Safety

The postholder shall ensure that the duties of the post are undertaken with due regard to the School's Health & Safety Policy statements. They shall also have regard to their personal responsibilities under the provisions of the Health & Safety at Work Act 1974 and all other relevant legislation, ensuring they are familiar with these documents.

In general, all staff are required to take due care for their own safety and the safety of their fellow employees at all times.

Safeguarding of Children and Young People

All schools and other Education Services in Enfield are committed to safeguarding and promoting the welfare of children and young people. Therefore, all workers and employees at this School are expected to share this commitment.

This job description may be amended following discussion between the Headteacher and SBM, and will be reviewed as and when needed.

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