

Wiltshire Council

School Support Staff

Job Profile

Reference :	SCH295	Grade G
Job Title :	Finance Officer, Primary School	
Main Job Purpose :	To undertake financial administration for the School.	

	Main Duties
1.	Control and manage the computerised financial records.
2.	Prepare draft budget linked to the priorities of the school development plan for the approval of the Head Teacher and Governors
3.	Monitor expenditure against budget and produce regular financial reports for Head Teacher, Governors, Teachers and LEA. Also monthly VAT returns.
4.	Process purchase order, invoices and payments from WCC account using HCSS Software. Input all school fund transactions on HCSS Software. Prepare all documentation for annual private fund audit. Perform bank reconciliation on both school accounts and monitor cash flow to ensure the school is never overdrawn
5.	Maintain all contracts for repairs and maintenance supplies. Obtain three quotes when expenditure is £1,000+. Prepare tender documents for expenditure £5,000+. Liaise with site manager over day to day maintenance problems
6.	Keep all insurance documentation up to date and make claims when necessary. Ensure value for money on insurance premiums by checking quotes each year are competitive. This includes buildings, contents, supply, public liability.
7.	Input all courses attended by staff on personnel records. Request updated personnel contracts from Human Resources as necessary. Provide all costings for potential and actual staff recruitment or possible change of existing contracts for Head Teacher and Governors.
8.	Record all income and input into the correct ledger codes. Send out any invoices for income, especially supply income.

Main Duties	
9.	Administer teaching and non-teaching salaries. Check that the overtime paid matches the overtime forms filled out by staff. Check that the supply salaries reflect the timesheets. Sort out any queries relating to salaries through liaison with Human Resources/Payroll.
10.	Other various duties e.g. deal with phone calls and parents/deliveries; give medicine to children; show parents and interviewees around school; organise classes for school photos; help organise staff end of term lunches by buying food and setting out; assist with school trips; organise Christmas Pantomime tickets and seating plan.

Supervision and Management
The job holder has no regular supervisory responsibility for staff but assists in work familiarisation of peers and new recruits.

Creativity and Innovation (i.e. Problem Solving)
Work is largely regulated by laid down procedures, but within these the jobholder regularly solves problems on matters such as preparing specification and tender documents; preparing projections of spending against budget.

Key Contacts and Relationships
<p>Main contacts for the job holder will be:-</p> <ul style="list-style-type: none"> • The Head Teacher/ Governors to discuss and check the budget/ premises issues • Other school staff to pass on messages exchange information and ask for decisions • Parents, visitors and pupils to take messages and pass on information • The LEA to exchange information • Suppliers in dealing with tendering and supply of goods and services

Decision Making

Work is carried out within clearly defined rules and procedures and within these the jobholder takes, for example, decisions on setting the budget and on orders for purchases.

The jobholder makes recommendations on purchase options for large pieces of equipment to the Headteacher/Governors.

Resources

The jobholder has some responsibility on a relief basis for the handling and security of incoming cash but this is not a key feature of the job.

Generally, the jobholder is required to use resources with care, but is not personally accountable for the security of physical or financial resources.

Working Environment

The job is subject to interruption particularly from the telephone/staff/visitors to the school, although this does not normally significantly change the overall work programme for the jobholder.

The work is within a school office environment where there is occasional background noise.

The jobholder has contact with pupils and visitors to the school.

Knowledge and Skills

Detailed accounting skills are required in order to set and monitor the budget, interpret trends, make projections etc and report on these clearly and accurately. The jobholder must be able to interpret and follow financial regulations and procedures.