**JOB DESCRIPTION**

**POST DETAILS**

**Job Title:** Finance Officer

**Grade:** 4

**Location of Work**: Dallam Primary School

**Directly Responsible To**: Business Manager

**Hours of Duty**: 14 hours per week, 38 weeks of the year

**Primary Purpose and Scope of the Job:**

The post holder will provide an efficient financial service for all staff and pupils. This will involve working on the school’s finance systems, handling cash and dealing with parental, pupil, staff and supplier queries.

**KEY TASKS AND ACCOUNTABILITIES**

* The post holder must carry out the duties with full regard to the School’s Performance Plan, Equality and Diversity Policy and Health and Safety Policy.
* The postholder must carry out their duties in accordance with financial regulations, the school financial procedures manual and the school’s financial code of conduct under the direction of the Business Manager.

**School Finance Systems**

* Work as required on the school’s finance systems (including internal, banking and BACS systems) inputting and processing transactions in relation to all areas of finance including purchase ordering, invoicing and supplier payments.
* Work as required on the school’s finance systems inputting and processing transactions in relation to any income generated by the school including credit control and banking.
* Update information on the school systems in relation to the supplier database, asset management and maintenance systems as directed.
* Complete weekly reconciliation of cash received
* Maintain filing systems ensuring all documentation is filed correctly and readily accessible.
* Respond and resolve where possible supplier and staff queries, and to ensure the resolution of complex or difficult queries. Provide advice and guidance in relation to schools internal and external financial regulations

**School Trips**

* Support staff in the setting up of school trip including the booking of transport (including the Trust minibuses) and coaches, assisting trip leaders in organising train tickets as required.

**Payroll**

* Maintain the People Hub database
* Validation of payroll additional hours claims
* Complete payroll forms each month and submit in accordance with deadlines. This includes but not exclusively additional hours, casual workers and staff absence
* Maintain payroll records and retain for 6 years
* Support the business manager in checking the V1 payroll reports and flag any anomalies

**Other duties**

* Work as part of the wider office team and ensuring general tasks are completed e.g. Receive and distribute post, photocopying, general enquiries, supporting parent and staff requests etc.
* Carry out all duties with due regard and compliance with confidentiality and data protection regulations particularly with regard to pupil data.
* Carry out all duties maintaining the highest levels of customer care and service and adhering to the schools’ safeguarding and security policies at all times
* The post holder is responsible for the safeguarding and promotion of the welfare of children.
* Undertake such additional duties as are reasonably commensurate with the level of this post.

**REVIEW ARRANGEMENTS**

The details contained in this Job Description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the School will expect to revise this Job Description from time to time and will consult with the post holder at the appropriate time.

**Date Job Description prepared/revised:**