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<b>Job Title:</b>	Senior Finance Officer
<b>Salary Grade:</b>	Hay Scale 8
<b>Hours:</b>	37 hours per week – 52 weeks per year Holiday entitlement in accordance with length of service
<b>Purpose:</b>	To provide financial management of the school's budget and line management of the Finance Team.
<b>Responsible to:</b>	School Manager

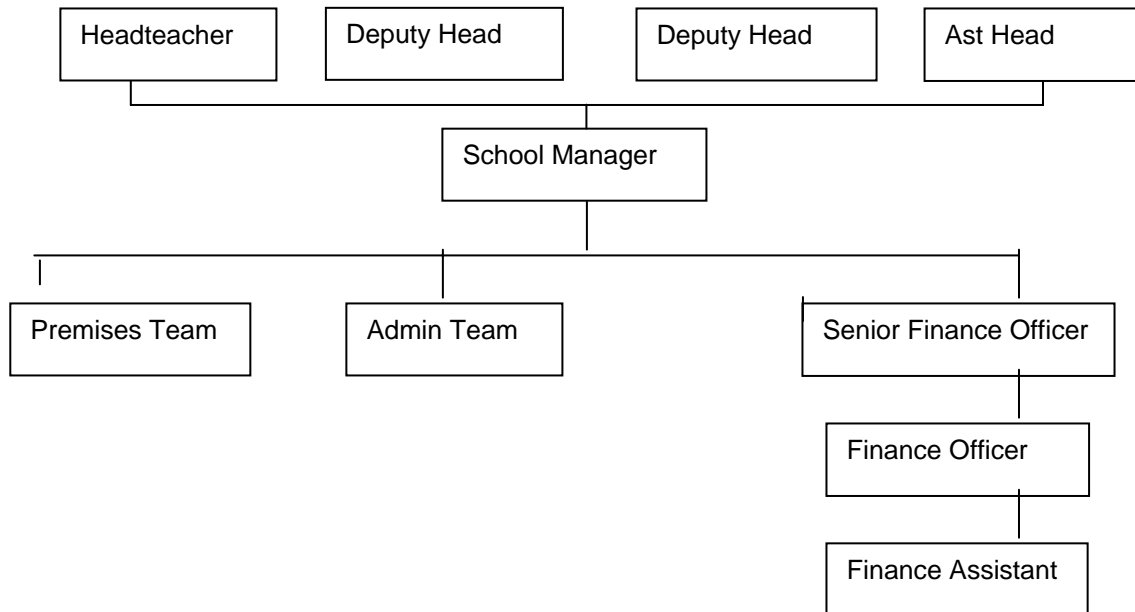
### **Main Areas of Responsibility**

- To provide all information necessary for the preparation and monitoring of the budget for the Headteacher and Governors
- To liaise with the School Manager on all issues in relation to financial matters
- To be responsible for the preparation of termly and end of year accounts in line with FMSIS regulations and HCC reporting deadlines. This will include the Extended Schools Budget and financial reporting for The Ark Theatre
- Control of the school's general account, including monitoring and assistance in the preparation of returns
- Control of the school's fund account, including the administration, securing and banking of all monies received
- Monitor the monthly salaries report from SERCO Payroll and preparation of salaries journal for input on the financial management system
- Monitor monthly Traded Services Statement (Biscuit Account) and preparation of journal for input on the financial management system
- To line manage and monitor the work of the Finance Team
- To monitor the school's financial position on a monthly basis and liaise with the school manager and advise of any areas of concern
- To report on a monthly basis to budget holders and offer advise and support where necessary
- To be responsible for the security of all monies and accounts handled in the school and to ensure accurate records are kept.
- To constantly review and develop the full range of services which support the financial management of the school
- Any other duties as required by the Headteacher or School Manager Manager.

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties and the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Hertswood is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Successful applicants for people working with children and young people will need to undertake a Criminal Record Bureau (CRB) enhanced clearance for this Authority

### Administrative Organisation Chart



### Supervision

- The postholder will be directly supervised by the School Manager. There will be informal day to day contact to refer/discuss any problems as and when they arise in relation to policies, procedures or any queries regarding the day to day work.

### Job Context

- The postholder will assist in the preparation of the school's budget and will monitor the budget and the school's financial situation

### Contacts

- School Manager -Line Manager.
- Headteacher and Senior Leadership Team -Provision of financial information and support as necessary
- Governors' Resources Committee Provision of financial information and support as necessary
- Budget holders - Provision of financial information and support as necessary
- Teaching Staff -Day to day contact during the school day
- Administrative Staff -Day to day contact during the school day

### Knowledge, Experience and Training

- Educated to at least GCSE standard and preferably will have AAT/NVQ Level 4 in Accounting
- Considerable financial experience; sufficient financial/accounting training and experience to take responsibility for all the school's financial concerns
- Familiarity with SIMS computerised financial packages. Previous use of financial software is essential
- Fully experienced in the use of Microsoft computer packages including Excel spreadsheets, word processing and e-mail systems

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- Experience of modern office machinery, including photocopiers, fax machines, shredders etc.
  - Experience of working in a school is desirable.
  - Experience of working in an office environment and an understanding of the necessity for the maintenance of accurate, up to date records and for a clear filing system to be established and maintained.
  - Ability to communicate, organise and work under pressure with the minimum of supervision.

### **Problems and Decisions**

- The postholder is responsible for ensuring that the Finance Office is staffed at all times.
- The postholder to make decisions on work priorities and when to seek additional help and assistance in conjunction with the School Manager.

### **Dimensions**

An organised and methodical approach to the work must be adopted in order to ensure an efficient and effective financial service is provided. The postholder must constantly review the financial functions and processes and plan and monitor appropriate improvements including the identification of necessary training staff.

### **Additional Information**

- The postholder must possess the ability to work under pressure whilst dealing with constant interruptions from various sources
- The postholder is part of the administrative team providing a comprehensive administrative and clerical service to the school.