

## Kings Langley School: Role Description Support Staff

Title of Post	Senior Finance Officer
Grade (including allowances)	H6 – H7 (Dependent upon experience)
Reporting to	Finance Manager
Date	March 2019
Time/Hours	Hours to be agreed; between 32.5 and 35 hours per week. (half an hour unpaid lunch break) Term time + 15 Days (10 days of the holiday working will be during August)

The duties outlined in this role description are in accordance with the Schemes of Conditions of Service as determined by The National Joint Council for Local Government Employees.

This role description may be modified by the Headteacher, with your agreement, to reflect or anticipate changes which are commensurate with the salary and role title and improvement and expansion plans of the school.

This role description will be reviewed every 3 years or sooner if required.

### Personal and Professional Standards

- The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- Support the aims and ethos of the school as defined in the school prospectus.
- To set a good example in terms of professional dress and appearance, punctuality and attendance.
- As a consequence of the performance review cycle for support staff, take responsibility for personal development making full use of the school's professional development opportunities and training.
- To actively contribute to the school's mission statement by forming positive relationships within the school community and working collaboratively and in good humour with other colleagues as appropriate or when directed.
- Be aware and comply with all relevant policies and procedures within the school, particularly those relating to child protection, equality, health and safety, bullying and behaviour and confidentiality. It is the duty of all colleagues to report breaches of school policies or procedures to the Headteacher or other senior colleague or governor.

### Duties Specific to the Post Holder

- Provide general administrative support e.g. photocopying, filing, faxing, emailing, opening and distributing post, dealing with deliveries paperwork etc. Staff Duty.
- Answering telephone enquiries, dealing with face to face enquiries from students and parents.
- Responsible for the administration of the General Account, which includes the school's Private Account, till reconciliation, input receipts/Direct Debits, Bacs and Credit Card payments. Monthly petty cash and bank reconciliation, photocopying /reprographics journals, VAT reports and journal, month end close and system reconciliation, Budget reports for departments and cash flow. Annual year end reports.
- Assist the Finance Manager in ensuring that the schools accounts are kept in good order by overseeing the entry of orders, processing of invoices/credit notes, banking and petty cash.
- Assist the Finance Manager in ensuring that the school is adequately prepared for regular audit inspections and making sure that the schools finance systems are managed against

the financial standards checklist.

- Management of the school internet payment system, posting and reconciliation of the online payments to the school's finance package and bank account. Making sure all products, trips, events and extra-curricular clubs are set up correctly for parents to pay.
- Responsible for the payroll administration and liaison with the payroll provider.
- Oversee and support the financial and other related administration and reconciliation of the music tuition service.
- Responsible for providing financial administrative support for all school trips, visits and clubs.
- Responsible for the invoicing statements and debt collection relating to Lettings and other debtors.
- Responsible for the administration related to the sale of books, uniform, locker payments, charity collections etc.
- Overseeing the Finance Assistant in the administration of Expense Claims, Supply and training spreadsheets, free school meals, student loans, lockers, pupil premium and other student payments etc.
- General banking duties such as paying in cash, petty cash collection, any banking queries with Barclays etc.
- Managing the financial aspects of student services including advising and assisting students and families with regards to financial grants and bursaries and other related matters.
- Provide general back up for the Finance Assistants and Finance Manager.
- To carry out such other duties as required, and as are commensurate with the grade of the post.

#### **Knowledge, Skills and Personal Attributes**

- Be well organised and meticulous in record keeping in particular financial administration.
- A good knowledge and experience of using Excel essential.
- Knowledge of the financial software package FMS an advantage but not essential.
- An ability to use relevant technology to an appropriate level, for example, computers and relevant software, photocopiers etc.
- Have an excellent telephone manner, being able to adapt responses according to the humour and situation of the caller.
- Present a courteous and friendly manner to all visitors to the school, having due regard to "customer service best practice" attributes.
- Have high level numeracy and literacy skills.
- Ability to relate well to students and adults.
- Exhibit high moral standards in dealing with confidential and sensitive situations.