

# JOB DESCRIPTION



**Job Title:** Finance Officer

**School:** Bishop's Waltham Junior School

**Reports to:** Headteacher

**Hours:** 37 hours per week – 5 days; Permanent contract – 40 weeks per year

**Salary Range:** Grade D/E (dependent upon experience)

## Job Purpose

To provide professional financial leadership and operational finance support to the Headteacher and Governors, ensuring effective financial planning, robust systems, accurate reporting and full compliance with financial, audit and regulatory requirements.

## Key Responsibilities and Duties

### Financial Management

- Support the Headteacher in preparing, managing and monitoring the school's annual budget.
- Manage the day-to-day operation of the school's financial systems in line with school and Local Authority procedures.
- Prepare financial forecasts, management accounts and reports for senior leaders and Governors.
- Process and authorise payments, invoices, wage claims and expense claims.
- Maintain accurate financial records.
- Administer procurement processes, ensuring best value and compliance with financial regulations.
- Complete daily, weekly, monthly, termly and annual finance tasks in accordance with the Schools Financial Checklist.
- Prepare and reconcile monthly and annual accounts.
- Analyse income and expenditure to support effective budget monitoring.
- Attend Governors' Finance Committee meetings in an advisory capacity, as required.
- Support budget holders in monitoring and managing their allocated budgets.
- Undertake financial benchmarking and value-for-money analysis and report findings to Governors.

### **Personnel and Payroll (Finance-related)**

- Provide financial administration support for recruitment, appointments and staffing changes.
- Process HR and payroll-related documentation, including appointments and contractual changes.
- Create and maintain financial records related to staffing costs.
- Maintain an up-to-date Single Central Record in relation to employment and safeguarding checks.

### **Assets, Stock and Lettings Finance**

- Maintain the school's asset register and oversee annual stock takes.
- Manage financial arrangements related to bookings, lettings and hire agreements.
- Ensure accurate invoicing and income collection from private hirers.
- Monitor utilities and service contracts from a financial perspective.

### **Compliance and Audit**

- Ensure compliance with financial regulations, audit requirements and internal controls.
- Prepare documentation and evidence for internal and external audits.
- Ensure financial processes comply with health and safety and risk management requirements.
- Maintain confidentiality and comply with data protection requirements at all times.

### **Professional Responsibilities**

- Work collaboratively with the Headteacher, senior leaders and Governors.
- Participate in performance management and professional development activities.
- Contribute to evaluation and review processes that support school improvement.

# PERSON SPECIFICATION



**Post Title:** Finance Officer

**School:** Bishop's Waltham Junior School

## Qualifications and Training – Essential

- GCSEs (or equivalent) in English and Mathematics at Grade C / Grade 4 or above.
- Relevant financial or administrative qualification or equivalent professional experience.
- Evidence of continuing professional development relevant to finance, administration or school business.

## Qualifications and Training – Desirable

- AAT qualification or equivalent.
- Training in school finance systems or Local Authority financial procedures.

## Experience – Essential

- Substantial experience of working in a financial or accounting role.
- Experience of budget monitoring, financial reporting and reconciliation.
- Experience of using computer-based finance systems and spreadsheets.
- Experience of processing invoices, payments, payroll or expense claims.
- Experience of working with confidential and sensitive information.

## Experience – Desirable

- Experience of working in a school or public-sector environment.
- Experience of supporting senior leaders or Governors with financial information.
- Experience of financial benchmarking or value-for-money analysis.
- Experience of administering lettings or income-generating activities.

## Skills and Knowledge – Essential

- Sound knowledge of financial procedures, controls and audit requirements.
- Strong numerical, analytical and problem-solving skills.
- Ability to prepare clear financial reports for non-financial audiences.

- High level of accuracy and attention to detail.
- Competence in the use of IT systems, including spreadsheets, finance software and email.
- Good organisational skills and ability to prioritise workload effectively.

### **Skills and Knowledge – Desirable**

- Knowledge of school funding arrangements and Local Authority financial regulations.
- Understanding of procurement processes and best value principles.
- Knowledge of safeguarding requirements in an education setting.

### **Personal Qualities – Essential**

- High standards of honesty, integrity and confidentiality.
- Ability to work independently and use initiative.
- Strong interpersonal skills and ability to work collaboratively with senior leaders, staff and Governors.
- Calm and resilient when working under pressure or meeting deadlines.
- Commitment to equality, safeguarding and promoting the welfare of children

### **Personal Qualities – Desirable**

- Flexible and adaptable approach to work.
- Positive attitude towards professional learning and development.

### **Other Requirements**

- Willingness to undergo enhanced DBS clearance.
- Commitment to safeguarding and promoting the welfare of children and young people.
- Ability to attend Governor Finance Committee meetings as required.