

Job Description

Job Title:	Finance Officer
Grade:	Band 1 Level II
Department:	Children's Services
Section:	St Vincent de Paul Catholic Primary School
Responsible to:	Headteacher
Responsible for:	Number of Staff: 1

Purpose of Job

Under the guidance of the Headteacher to be responsible for the provision of an effective financial support service for the school and to assist with the planning and development of support services.

Main Responsibilities

TASKS

ORGANISATION

- Assist the Headteacher to prepare the schools annual expenditure budget in accordance with BFBC guidelines and give financial advice.
- Manage the schools financial administration and be responsible for all relevant financial and accounting procedures, in accordance with the scheme of delegation and financial standing orders.
- Monitor the financial effects of staff appointments and other staffing matters and keep the Headteacher informed.
- Monitor all expenditure, orders raised, cheques printed, payments made, oversee receipt of goods, processing of journal entries and undertake end of year school budget procedures.
- Oversee school insurance policies and make relevant claims.
- Comply with and assist with the development of policies and procedures relating to child protection, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person.
- Actively support the School and Borough Equal Opportunities Policies.
- Contribute to the overall aims and targets of the school, appreciate and support the roles of other members of the school work team and attend and participate effectively in relevant meetings as required.

- Be aware of and take part in the schools performance management framework and participate in training and development activities as required.

ADMINISTRATION

- Utilise the computerised financial management system to present and interpret data and make recommendations as required.
- Manage the proper collection, reconciliation and banking of monies, including school private funds.
- Process orders and services ensuring best value.

RESOURCES

- Monitor budgets on a monthly basis, complete appropriate returns and advise Headteacher and senior staff accordingly.
- Maintain all financial records and accounts (including financial archives) required by the Headteacher and governors and to produce and present reports and financial summaries as required.

RESPONSIBILITIES

- Supervise other staff as appropriate.

Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the Department/Section.

EQUALITIES

Ensure implementation and promotion in employment and service delivery of the Council's equal opportunities policies and statutory responsibilities.

CHILDREN'S STANDARD

To ensure the best outcomes for Westminster's children, employers in the City Council area have produced a "Westminster Standard" for all members of the children's workforce. This Standard will ensure that all staff working with our children are:

"representative of the Westminster community, flexible, competent and confident, ready to listen to children and their carers, work in partnership with users and colleagues, and committed to safeguarding and providing the best possible service for children, as well as promoting their health and wellbeing".
