



# Morley Memorial Primary School

## Job Description and Person Specification

### **Finance Officer**

February 2022

We hope that this recruitment pack will give you all of the information you need to complete your application for the position of Finance Officer at Morley Memorial Primary School.

Please pay close attention to the advert, job description and person specification as shortlisting will be based on meeting the criteria stipulated in these documents.

Shortlisted candidates will be contacted and references sought prior to interview. Any offer of a position will be subject to satisfactory references and DBS checks.

Please forward your completed application form to [office@morley.cambs.sch.uk](mailto:office@morley.cambs.sch.uk) by 4th September at the latest.



## Job Description

|                       |  |
|-----------------------|--|
| <b>Post Title</b>     | Finance Officer  |
| <b>Salary</b>         | SCP 10-13 (£21,322-22,627 FTE (pro-rated for part time work) |
| <b>Hours of Work</b>  | 15 hours per week 52 weeks per year                          |
| <b>Responsible to</b> | Business and Community Development Manager<br>Headteacher    |

**Supervisory responsibilities:** None

### **Purpose of the job:**

- To provide effective management of the school finances in conjunction with the Business and Community Development Manager.
- Ensuring that proper accounts are kept.
- Maintaining and inputting data onto computerised financial management systems and ensuring that information contained therein is up to date, accurate and complies with relevant legislation and policy.
- To assist with general office tasks as required

### **Main Activities and Responsibilities:**

#### **Finance**

- Administration of purchase ledger, in conjunction with the Administrative Assistant, including the process of purchase orders, recording of delivery notes and the setting up and maintenance of supplier details. The exact division of work will ensure that financial procedures are being adhered to at all times.
- Administration of all payment processes, including logging of creditor invoices, raising cheques, BACS, payments, ensuring appropriate authorisation, system processing, payment and filing system maintenance including liaising with the bank as required.
- Regular monitoring of income and expenditure, including responsibility for the production and monitoring of annual and monthly finance and payroll returns using

the FMS and Orovia financial management systems, together with submission of the reports to the local authority and dealing with any queries arising

- Administration of on-line payment system
- Analysis and action on creditor statements and acting as lead contact for the school on creditor related queries
- Administration of school lettings including raising invoices, system processing, filing system maintenance and liaising directly with those letting the school premises
- Actively monitoring payments received, outstanding debt through generation of reports and completion of subsequent enquiries for reporting to the Business and Community Development Manager
- Ensure the safe collection, safekeeping, receipting, reconciliation and banking of all cash transactions, in conjunction with the other members of the office team, to ensure all financial procedures are adhered to
- Filing of all financial documentation and maintenance of archiving system in line with GDPR requirements
- Responsible for monitoring and/or management of budgets, providing advice to budget holders as required, dealing with budget holder queries and raising budget holder transaction reports when required
- To support the creation of the school budget each year and ensure that budget accounting is accurate during the financial year by interrogating the financial system and making recommendations for appropriate action, identifying the need for budget virements and supporting the Senior Leadership Team on budget preparation
- To support the Business and Community Development Manager in ensuring the school has robust financial controls in place including adhering to the school's debt management policy
- To ensure the school complies with all financial procedures, including the School Financial Values Standard requirements in consultation with the Business and Community Development Manager
- To generate regular reports for the Business and Community Development Manager and the Governors on the school financial position and contributing to school financial planning / prepare regular updates of budget income and expenditure, as required by the Business and Community Development Manager, for the Governor's Resources Committee
- Be the first point of contact for staff, and third parties, in relation to finance issues and queries including the creation and distribution of reports, advice and analysis to aid decision making
- Completion of bank reconciliations for the school bank account
- Completion of monthly payroll reconciliation to ensure accuracy
- Completion of VAT returns to ensure that the school complies with VAT legislation

- Ensure appropriate insurance cover is in place for school property, buildings and personnel by liaising with the local authority
- Provision of procurement overview, assisting in ensuring best value for money is maintained including maintenance of preferred supplier lists and analysis of competitors
- Negotiate with suppliers to obtain best value for the school under the guidance of the Business and Community Development Manager
- Authorised to spend within specified financial limits
- Responsibility for finance system integrity and data maintenance
- Providing assistance to the school auditors / Support in provision of information to internal auditors as required

### **Other Office support**

- To assist with the organisation, coordination and delivery of facility management services
- To receive and assist visitors on behalf of members of staff including dealing with complaints and queries as they arise
- To ensure health and safety incidents are recorded
- To ensure that all communication (by phone, fax, e-mail, in person) is delivered to the standard required by the school and the Local Authority

### **Other duties and responsibilities**

- To ensure all duties and responsibilities are discharged in accordance with the school's health and safety at work policy
- To participate in the school's performance management scheme, ensuring that performance standards and targets are set and met within the agreed time scale
- To undertake other reasonable duties commensurate with the grade of the post

### **Conditions of service**

- The conditions of service are governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as agreed by the school governors

**Commensurate statement and Equal Opportunity**

- The post holder will undertake any other duties required commensurate with the grade and seniority of the post. S/he will be expected to undertake all duties in the context of and in compliance with the Local Authority's equal opportunities policies.

*Morley Memorial Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment*

February 2022

**Morley Memorial Primary School**

## Finance Officer

|                                    | <b>Essential</b>   | <b>Desirable</b>  |
|------------------------------------|--|---|
| <b>Qualifications</b>              | <ul style="list-style-type: none"> <li>• GCSE Maths and English</li> <li>• Previous experience of working in an office environment in some form of finance capacity</li> <li>• Successful DBS and safeguarding clearance</li> </ul>  | <ul style="list-style-type: none"> <li>• Previous work in a school office</li> <li>• Educated to A level or degree standard</li> <li>• Relevant finance qualification (A level, NVQ, degree)</li> </ul> |
| <b>General skills / experience</b> | <ul style="list-style-type: none"> <li>• Demonstrate initiative and ability to work on your own as well as part of a team</li> <li>• Ability to prioritise workload, possessing excellent time management and organisational skills</li> <li>• To be able to work under pressure and meet multiple deadlines whilst still ensuring the accuracy of your work</li> <li>• Maintain confidentiality at all times</li> <li>• Have well-developed inter-personal skills and be able to communicate effectively to a range of audiences (other professionals, staff, parents etc) in different settings (in person, on the telephone, by e-mail etc)</li> <li>• Committed to high standards in all areas of working life, combined with a desire and ability to promote the values and ethos of the school</li> <li>• Demonstrate resilience, determination and a positive outlook</li> <li>• Approachable, empathetic and punctual</li> <li>• Fluent in written and spoken English</li> </ul> | <ul style="list-style-type: none"> <li>• Knowledge and experience of procedures relating to child protection, health and safety and confidentiality</li> </ul>  |
| <b>Management skills</b>           | <ul style="list-style-type: none"> <li>• An ability to model a “can do”, flexible attitude</li> </ul>  |   |
| <b>IT skills</b>                   | <ul style="list-style-type: none"> <li>• Confident and competent in use of IT and Microsoft Office software</li> </ul>   | <ul style="list-style-type: none"> <li>• Experience of using school specific software such as SIMS, FMS, Orovia etc</li> </ul>  |

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| <b>Finance / HR skills and experience</b> | <ul style="list-style-type: none"><li>• Have basic knowledge of accounting principles</li><li>• Have experience of monitoring a budget and analysing financial reports</li></ul> | <ul style="list-style-type: none"><li>• Experience in school finance, book-keeping or demonstrable equivalent experience</li><li>• Familiarity with payroll systems</li></ul> |