



Job Title:	Finance and HR Officer
Grade	Scale 6-S02 depending on experience
Hours	36 per week 8am - 4pm with one day 4-5pm. Term time plus 4 weeks
Reports to	Exec/Headteacher/Business Manager
Responsible for	Financial and HR Administration
Liaison with	Exec/Headteacher, Business Manager, Office Managers, External agencies, Educational Funding Agency (EFA), DfE, Governors

Purpose of Job:

To provide the highest quality service, assistance and support with the day to day running of the Finance and HR department

Main Duties and Responsibilities:

Finance

- ❖ To assist the School Business Manager with the effective and proper control of the school's bank accounts
- ❖ To assist in the preparation of invoices to make payments from the school bank account. Once approved, send out electronic remittances to all payees
- ❖ To manage the monitoring of instalment payments for trips and chase late payments
- ❖ To manage all debt and put controls in place to prevent debt including communication with parents, meetings and steps taken prior to debt collection.
- ❖ To assist with the purchase order system. Logging and checking purchase orders for each department
- ❖ To send monthly budget reports to budget holders to check
- ❖ To allocate and bill on Parentpay chargeable services and maintain the extracurricular club waiting lists.
- ❖ To assist in inputting order and non-order invoices on the Sage finance system; follow up queries with suppliers, obtain credit notes as required
- ❖ To assist in the reconciliation of all income received.
- ❖ To manage the receipt and banking of all monies paid into the school account.
- ❖ To manage and maintain the schools ParentPay account
- ❖ Provide assistance to staff, students & parents with queries regarding ParentPay

HR

- ❖ To collect all overtime, additional hours and other expense claim forms. Check details for accuracy and obtain authorisation. Input onto the payroll portal
- ❖ To check the pay run with the Office Manager / School Business Manager monthly against all changes made including starters, leavers, overtime, unpaid leave etc
- ❖ Comply with policies and procedures relating to confidentiality and data protection Human Resources
- ❖ To ensure sickness absence 'Self Certificate' forms are completed and chasing up outstanding forms
- ❖ Managing the leave of absences requests, ensuring forms are fully completed and authorisation is agreed by the Headteacher

- ❖ To update SIMS with staff sickness absence and run reports for the School Business Manager
- ❖ To assist the Office Manager and Business Manager with HR filing, making personnel files and monitoring file retention periods
- ❖ To manage the administration of the recruitment process, including advertising, DBS, reference checks, preparing files and identity checks
- ❖ To maintain the school Single Central Record

Governing Body

- ❖ To provide administrative, communications and organisational support to the Academy's Board of Trustees.
- ❖ Administration of Governor Hub
- ❖ To ensure Governor compliance with regulations, including statutory Policies, changes in KCSIE and any changes in the Academie or Governor Handbooks.

General:

- ❖ To support the Office Manager to deal with all aspects of the school office function including parent and visitor enquiries, phone calls and emails
- ❖ To deputise for the Office Manager in the event of absence.
- ❖ Attend and participate in relevant meetings, training, learning activities and performance development as required.
- ❖ To support the school office in the day to day running as required.
- ❖ Be aware of and comply with policies and procedures relating to safeguarding and promoting the welfare of children, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- ❖ To act at all times in accordance with the school's equal opportunities policy
- ❖ To behave at all times in a manner that promotes the best interests of the school and treats others with respect
- ❖ Be responsible for own health and safety as well as that of colleagues, students and the public
- ❖ To carry out any other duties as directed by the Headship team, in keeping with the nature and grade of the post

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	<p>Demonstrate relevant experience in financial management and accounting</p> <p>Educated to degree standard or equivalent</p> <p>Experience in Sage or other financial system</p> <p>Experience of working within finance dealing with invoices, banking and budgets</p> <p>Experience of working within an administrative environment</p>
	Knowledge of relevant policies and procedures	Working knowledge of financial school policies and procedures
	Literacy	A Level / NVQ Level 3 in English or equivalent
	Numeracy	<p>A Level /NVQ Level 3 in Maths or equivalent</p> <p>Ability to undertake financial/budgetary calculations</p>
	Technology	Competency in the use of word and Excel, wide range of financial and administrative IT packages

Communication	Written	Ability to complete returns, write letters and detailed reports
	Verbal	Ability to exchange complex verbal information clearly and sensitively
	Languages	Seek support to overcome communication barriers with children and adults
	Negotiating	Ability to negotiate effectively to achieve best outcomes
Working with children	Behaviour Management	Understand and implement the school's behaviour management policy
	Health & Well being	Understand the importance of physical and emotional wellbeing
Working with others	Working with partners	Establish effective relationships with those working in and with the school
	Relationships	Ability to establish rapport and respectful and trusting relationships staff and pupils where appropriate
	Team work	Ability to make a distinctive contribution to the work of a team

	Information	Contribute to the development and implementation of effective systems to share and safeguard information
Responsibilities	Organisational skills	<p>Excellent organisational skills</p> <p>Ability to remain calm under pressure</p> <p>The ability to work independently and as part of a team</p> <p>Ability to act on own initiative</p> <p>Ability to work under pressure</p>
	Line Management	Ability to manage and support the work of others
	Time Management	Ability to plan and manage work priorities and own time effectively
	Creativity	<p>Demonstrate a highly creative approach to work</p> <p>Ability to resolve complex problems independently</p>
General	Equalities	<p>Demonstrate a commitment to equality</p> <p>To demonstrate an understanding of and commitment to equal</p>

		opportunities and diversity and to the standards of customer care
	Health & Safety	Good Understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand and comply with procedures, legislation and professional expectations relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance and continually improve
	Other	Excellent inter-personal skills.
		Be aware of and comply with policies and procedures relating to safeguarding and promoting the welfare of children, health, safety and security, confidentiality and data protection Be responsible for own health and safety as well as that of colleagues, students and the public

		<p>A high level of commitment to the school and its continuing development</p> <p>Flexibility and the ability to balance priorities and absorb pressure</p> <p>Integrity, reliability and the ability to maintain confidentiality</p> <p>Commitment to maintaining a positive ethos</p> <p>Excellent verbal and written communication skills</p>
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