

Our Lady of Peace Catholic Primary and Nursery School

'With Christ in our hearts, together we grow'

JOB DESCRIPTION – FINANCE & HR OFFICER

MAIN PURPOSE OF THE POST

- To support the Business Manager in all aspects involved in the smooth and efficient running of the business office.
- To assist the Business Manager with all aspects of the development and effective operation of the finance function within the school, including the operation and monitoring of all school accounts and budgets, administrative routines relating to invoices, cheques, income, services and general office duties as required.
- To assist the Business Manager with all aspects of the development and effective operation of the human resources function

Report to: Business Manager

Salary: National Pay Scale: Level 5, SCP 13 – 23

Term-time plus 1 week

Duties and responsibilities

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the Headteacher.

Financial

- Maintain awareness of budgetary controls and raise any concerns to the Business Manager
- Prepare, check for accuracy and process invoices for payment. Ensure that invoices are paid according to payment terms and entered correctly onto the accounting system, FMS
- Process cheque runs and draw cheques, ensuring that they are signed in accordance with the banking mandate
- Process journals for direct payments and income
- Process petty cash claims, with due regard for cash limits
- Assist the Business Manager with VAT returns
- Assist the Business Manager with end of year closedown for current financial year
- Ensure that banking processes are secure and accurate
- Have responsibility for all banking of monies received, the preparation of appropriate documentation and accurate recording of transactions
- Adhere to the:
 - Finance policy
 - Scheme for financial delegation
 - Best value guidance
 - Anti-corruption & Bribery Guidance
 - Anti-corruption code of conduct
 - Fraud Guidance
 - Procurement guidance
 - Charges & Remissions policy
 - Management & retention of records guidance
- Have responsibility for Accounts Receivable, ensuring that invoices are raised in a timely manner
- Raise invoices for the letting of the premises requesting payment in advance half-termly

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- Control, maintain and report on the Private School Funds of the school in a manner that is transparent and easily accessible, ensuring that the accounts are ready for an audit by the end of the summer term
- Assist the Business Manager with the maintenance of the Asset Register, checking on a termly basis
 - Ensure that it is up-to-date
 - Produce reports as & when required

Human Resources

- Assist in maintaining and updating information held on school databases (SIMS) and Personnel files, in particular those relating to human resources, including staff details, recording contractual changes, payroll information, accessing and producing reports for the Senior Leadership Team.
- Assist in transferring data safely when database systems are introduced and/or changed.
- Assist in the setting up and maintaining of archive files and historical data.
- Ensure that health checks are carried out for newly appointed staff
- Assist in the preparation of statistics and management information with regard to human resources as required by the Business Manager, the headteacher, the governors, the local authority and the DFE.
- Assist in the collection, entry and extraction of data required to complete statutory returns.
- Assist the Business Manager with all aspects of payroll administration within the relevant deadlines, including preparation of timesheets, submission of variations & mileage claims.
- Liaise with contractors, agencies, other schools and organisations, and attend to queries as required by the Business Manager.
- Contribute to the evaluation and development of human resources systems and procedures.
- Report technical faults relating to the school database system/s and equipment to the ICT Technician/s in accordance with school reporting procedures.

General

- Assist and support the Business Manager in all aspects of school finance, human resources, premises, ICT and health & safety as required and directed.
- Assist the Business Manager with the maintenance and filing of Risk Assessment Records
- Set up and chair the School Safety Committee, organising the agenda and minutes of meetings
- Establish and maintain good relationships with all students, parents/carers, colleagues, suppliers, agencies and contractors.
- Answer telephones in professional manner and take and deliver messages accurately, timely and efficiently according to the school's preferred procedures
- Photocopying and general office duties
- Accept and sign for deliveries of goods inwards
- Cover in the absence of other admin staff providing support under the direction of the Business Manager
- Attend School events as required
- Attend relevant meetings and training sessions
- Deal with confidential issues/data appropriately
- Assist the Business Manager in ensuring compliance with data protection regulations
- Ensure that child protection and safeguarding of students are given high priority at all times

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Conditions of Employment

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment). The postholder is required to:

- Support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.
- Uphold the school's policy in respect of child protection and safeguarding matters.
- Be subject to all relevant statutory and institutional requirements.
- Perform any other reasonable tasks after consultation.
- Identify fully with the distinctive nature of school as stated in its 'Mission Statement'
- Know the emergency procedures and carry them out as necessary
- Be committed to learn new skills and CPD

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed. It is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder

I agree to the above:Member of Staff

Signed:Headteacher

To be reviewed yearly as part of your annual appraisal