



Finance Officer

Hours: 36 Hours x 42 weeks

Salary £22,823 (scale 6) - £27,979 (SO1)

ACCOUNTABLE FOR Finance Assistant

ACCOUNTABLE TO

The Headteacher and School Business Manager

KEY ACCOUNTABILITIES

- Managing the School's RM Finance System
- Manage the School's Private Fund
- Monitoring of Individual Budgets
- Monitoring of cash flow/bank account
- Prepare and Implement SFVS procedures
- Reconciliation of School Bank Account
- Closedown of Accounts
- Payroll Monitoring
- LA Financial Regulations

SPECIFIC TASKS

- In collaboration with the SBM ensure that records for the schools financial systems are accurate and comply with LA guidelines. To ensure that tax status questionnaires are completed by casual employees. Completion of annual Tax Status Schools Questionnaire to LA.
- Processing of invoices in RM Finance and raising and dispatching of cheques/BACS payments for same.
- To ensure that the school's Private Fund account is kept up to date and reconciled on a regular basis. To ensure that the accounts are audited on an annual basis. To report on same to the SBM and Governing Body.
- To set up budgets on RM Finance and maintain accurate budget figures on Count On spreadsheet. Record changes on budget monitoring sheet. In liaison with the SBM, assess potential overspends/underspends on all budgets. To produce half-termly budget reports to budget holders and liaise with faculties re budget concerns or queries.
- To provide assistance to the SBM in preparing and submitting CFR quarterly returns including budget projections and all statutory financial returns to the Governing Body and LA.
- To liaise with the SBM to ensure that the school has an adequate cash flow and whenever possible retain a credit bank balance .Report to Head/SBM and LA Treasury section on cash flow issues.
- Working in collaboration with the SBM in preparing and implementing SFVS procedures and recommendations of audit findings, in accordance with SFVS re-accreditation. To include implementing/monitoring of the school's asset register, updating of Scheme of Delegation/Statement of Internal Control and benchmarking data analysis.

- Assist with the completion monthly reconciliation to bank account and VAT returns to Enfield Council.
- To assist the SBM in the organisation and completion of the annual closedown of accounts and year end procedures, to include year end balance projections.
- To meet with the School Manager to identify anomalies within the payroll reports and take necessary action. Complete payroll monitoring on Count On spreadsheet monthly. Receive and check timesheets for casual staff and deal with ensuing queries.
- To provide guidance and information to staff On LA financial regulations as appropriate
- Assist in the production of annual salary statements for teaching staff

Additional duties – as and when required

- Supervise pupils during the lunch period and other times of day either in the playground or in structured activities as directed,

Such other duties as may be required by the School Business Manager/ Headteacher

Review Arrangements

The details contained in this Job Description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the Headteacher will expect to revise this Job Description from time to time and will consult with the postholder at the appropriate time.

All schools and services in Enfield are committed to safeguarding and promoting the welfare of children and young people. Therefore, all workers and employees within Enfield are expected to share this commitment.