



George Spicer Primary School London Borough of Enfield Job Description

Post Title: Finance and Business Officer

Salary: Scale 5 (point 12 – 17)

Hours: 32.5 hours, 39 weeks per year

Responsible to: School Business Manager (SBM) and Headteacher

CORE PURPOSE:

To provide an efficient financial administration service and to work with the SBM in order to assist in the smooth running of all school activities as determined by the Headteacher.

RESPONSIBILITIES:

- To provide specific support in relation to Finance
- To provide administrative support to all staff and visitors under the guidance of the Headteacher/SBM.

FINANCE DUTIES:

- To check and process the payment of invoices on the school RM Finance system, ensuring purchase orders and approval is in place
- To ensure that all purchases are unpacked and checked by Site staff and signed delivery notes are passed to the office promptly.
- To contact suppliers regarding deficiencies, damage or discrepancies.
- To co-ordinate the ordering of resources for the school.
- To maintain the filing system for orders, invoices and delivery notes
- To manage Arbor payment, the cashless system used by the school to collect payment for all trips, clubs (including Breakfast & After School club) and school meals
- To ensure that school meal numbers are accurate with the catering team
- To follow up debts with parents/carers and provide reports to the SBM, Head & Governors
- To manage the lettings of the school sites, booking Site staff, arranging paperwork and invoicing out
- To support the School Business Manager with counting money and banking on a regular basis
- To reconcile the school credit card and other areas where a segregation of duties is needed under the school's finance procedures
- To understand cost codes and basic budgeting skills to support the SBM with reports
- To manage, monitor and maintain Free School Meals and Pupil Premium as necessary
- To regularly monitor individual budgets notifying the SBM of any discrepancies when necessary
- Support the SBM with cash flow management and the closure of accounts
- Managing the Asset register maintained by the Network Manager
- Support the SBM maximise income generation and grant claims
- To be the lead coordinator relating to Years 4 & 6 annual residential trips, providing supporting paperwork for parents/ carers and collecting payments
- To raise invoices for the school when necessary and ensure income is received

ADMINISTRATION DUTIES:

- To work within the office team by sharing administrative duties e.g. welcoming visitors, parents and callers to the school in a courteous and helpful manner. To ensure that sensitivity is used when dealing with parents and that they are given priority.
- To make informed judgements on the urgency of telephone calls and make decisions on whether or not staff should be interrupted.
- To maintain a tidy organised office environment conducive to efficient working practices
- To greet visitors, deal with queries at the reception and be proactive. To make sure signing-in procedures are followed, providing security badge, escorting them to a venue or informing staff to collect their visitor
- Ensure information is kept confidential and is in line with the Data Protection Act and other legislation
- To produce school documentation when requested, ensuring confidentiality where appropriate
- To check e-mails and respond/forward to relevant staff. To pass on messages promptly and record them on the agreed format
- To develop and maintain filing systems for all information to meet the needs of the school
- To be able to use and update Arbor MIS system and to send out messages to staff and parents as and when required
- To update the online school calendar
- To attend training courses, for further professional development
- Administer first aid and medicine to pupils as required, in keeping with the school's policy
- Provide general clerical support as required, including minute-taking when necessary
- Any other duties within the scope of this function as directed by the Headteacher

EXPECTATIONS FOR ALL STAFF:

- Promote and follow the values and ethos of the school
- Ensure that any pupils who have had an accident or feel unwell are referred to the Welfare Officer
- Attend staff training including training days as appropriate
- Follow safeguarding Guidelines and Child Protection policy/procedures
- Work in partnership and professionally with all colleagues including the Governing Body
- Respond promptly to concerns from parents, staff or students
- Have regard for and act in accordance with Health and Safety policy/practice

GENERAL:

- 1) The above details are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may reasonably be assigned to him/her by the Senior Leadership Team.
- 2) This job description may be reviewed at any time via consultation between the Governing Body and / or Senior Leadership Team Representatives and the post holder as may be necessary and appropriate to the needs of the school. Trade Union representation will be welcomed in any such consultations.
- 3) The post holder shall ensure that the duties of the post are undertaken with due regard of the School's Health & Safety Policy and to their personal responsibilities under the provision of the Health & Safety at Work Act and all other relevant subordinate legislation.
- 4) Our school is 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.

Signed _____ Date: _____

Please sign both copies of the job description. Retain one copy for your own reference and return the remaining copy to the school within 14 days of receipt. If a signed copy is not received within the 14 day timescale, it will be assumed that you have accepted the terms and conditions contained within it.