

London Borough of Havering
Benchmark Job Profile
Children, Adults & Housing Directorate

Job title: Finance Officer

New Grade: Scale 4

Reports to: Headteacher

Job purpose and context

A Finance Officer is a member of the school support staff, one of a team responsible for making sure that the efficient and effective organisation and administration of school processes, procedures and policies delivers the best possible service to all stakeholders. A Finance Officer has particular responsibility to support the operation of financial procedures and systems and will act as an authorised certifying officer.

The Finance Officer is often a first point of contact and is, therefore, expected to demonstrate exemplary customer service to both internal and external customers and be able to resolve enquiries and complaints in a sensitive manner.

Roles and responsibilities

1. To be responsible for school:

• Income
• The collection of debts and payments
• Processing goods and services received

2. To operate the computerised personnel, payroll and financial information systems of the school for financial monitoring, data processing, making and authorising payments, allocating cost codes, and maintaining the accuracy of the payroll

3. To gather and record financial data, monitor and submit records and claims, make, submit and reconcile claims and complete returns required for various purposes

4. To receive, record, and process incoming payments using the relevant financial systems of the council and the school

5. To collect debts and payments due by monitoring records, making requests, following up and taking action on responses and identifying, investigating and resolving arrears

6. To process documents relating to goods and services ordered and received, to make and record payments and prepare and authorise payments

7. To assist the relevant manager in the development, setting, monitoring and reporting on the school budget and in the day-to-day management of the budget

8. To use spreadsheet software in sophisticated applications to support the budgeting and accounting needs of the school and the council
9. To assist with inventory and the school's procurement systems and procedures
10. To assist with the school's banking arrangements, including cash flow, bank reconciliation, year-end reconciliation and so forth
11. To respond to enquiries and requests for information and resolve problems and complaints.
12. To design and create complex documents using word processing equipment
13. To find, locate, select, analyse and prepare financial data to support school accountability and decision making
14. To help, support and supervise other members of the school staff in the use, organisation and maintenance of the school financial systems and procedures in accordance with the financial regulations of the school
15. To use paper based filing systems to enter, record and retrieve data to support financial administration and organisation and school decision making and accountability
16. To work in accordance with the values, culture, ethos, equalities and inclusion policies of the school proactively promoting anti-racist, anti-sexist and anti-discriminatory behaviours in the day-to-day operation of the job.
17. To take appropriate action to monitor and maintain a healthy, safe, secure, efficient and effective working environment.
18. To complete school based induction and any subsequent training, for example, modules leading to proficiency in the SIMS financial package, required to improve performance.
19. To take part in the school performance management system.

Notes:

1. The authority expects its employees to work flexibly within the framework of the duties and responsibilities specified above. This means that the postholder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.
2. Schools are subject to the financial regulations of the council. The postholder is expected to become conversant with these regulations and adhere to them in the day to day operation of the job
3. This is a new job profile for a new post. It will be subject to review with the postholder after one year and may then be reviewed from time to time

London Borough of Havering

Finance Officer

Benchmark Person Specification

Skills and abilities	Essential	Desirable	Assessed by
Ability to organise one's own work, to prioritise tasks and keep to deadlines	✓		Application & interview
Ability to work professionally with other team members and improve the work of the team	✓		Application & interview
Ability to be flexible and respond effectively to the 'unexpected'	✓		Application & interview
Ability to communicate and interact effectively with adults, children and young people	✓		Application & interview
Awareness of sensitive information and the need for confidentiality	✓		Interview
Ability to maintain accurate financial records	✓		Application & interview
Displays commitment to the protection and safeguarding of children and young people	✓		Application & interview
Knowledge			
An understanding of health, safety and security issues in schools	✓		Interview
An understanding of financial practice and procedures	✓		Application & interview
Has up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people	✓		Application & interview
Qualifications and experience			
ICT certification to support advanced word processing and spreadsheet skills		✓	Application & interview
GCSE at level A – C in English and mathematics (or equivalent)	✓		Application & interview
NVQ Level III or equivalent qualification in financial administration and organisation		✓	Application
Three years relevant experience in financial administration and organisation	✓		Application & interview
Previous experience in computerised pay, personnel and financial systems	✓		Application
Experience in the SIMS financial package used in schools		✓	Application
Willingness and motivation to develop own skills and proficiency	✓		Application & interview