

BRACKNELL FOREST BOROUGH COUNCIL

JOB DESCRIPTION

Department: EDUCATION	Section:
Post Number:	Location:
Job Title: FINANCE OFFICER	Grade/Salary Range:

JOB PURPOSE

Under the guidance of the Headteacher to be responsible for the provision of an effective financial support service for the school and to assist with the planing and development of support services.

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

The Postholder will report to the Headteacher/Manager and may be responsible for the supervision of relevant clerical/administrative staff.

MAIN DUTIES AND RESPONSIBILITIES

- Assist the headteacher to prepare the schools annual expenditure budget in accordance with BFBC guidelines and give financial advice.
- Manage the schools financial administration and be responsible for all relevant financial and accounting procedures, in accordance with the scheme of delegation and financial standing orders.
- Monitor budgets on a monthly basis, complete appropriate returns and advise headteacher and senior staff accordingly.
- Monitor the financial effects of staff appointments and other staffing matters and keep the headteacher informed.
- Monitor all expenditure, orders raised, cheques printed, payments made, oversee receipt of goods, processing of journal entries and undertake end of year school budget procedures.
- Utilise the computerised financial management system to present and interpret data and make recommendations as required.
- Manage the proper collection, reconciliation and banking of monies, including school private funds.
- Maintain all financial records and accounts (including financial archives) required by the headteacher and governors and to produce and present reports and financial summaries as required.
- Process orders and services ensuring best value.
- Oversee school insurance policies and make relevant claims.
- Supervise other staff as appropriate.
- Comply with and assist with the development of policies and procedures relating to child protection, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person.
- Actively support the School and Borough Equal Opportunities Policies.
- Contribute to the overall aims and targets of the school, appreciate and support the roles of other members of the school work team and attend and participate effectively in relevant meetings as required.

- Be aware of and take part in the schools performance management framework and participate in training and development activities as required.
- Undertake any other similar duties that may be allocated from time to time.

SCOPE OF JOB (Budgetary/Resource Control, Impact)

Responsible for school financial procedures and preparation and monitoring of budget.

Responsible for the supervision of other staff.

Advise headteacher and governing body on financial matters.

The duties and responsibilities of this post cover a wide range, if less than the full responsibilities apply this will be reflected in the grade allocated within the range available

Date:

Signature: