

School Finance Officer - Accountant

Job details

Salary: Grade 3 (£25,119 - £31,364)

Hours: 36.5

Contract type: Full-time/permanent

Reporting to: Headteacher

Key responsibilities of the role will include:

- Maintaining the school's financial and accounting records.
- Day-to-day financial operations, including invoicing, payments, and budget monitoring.
- Ensuring accurate and timely financial reporting and assisting the Headteacher and the Senior leaders in preparing the annual budget and termly forecasts, including variance reports.
- Attend termly Finance & General Purposes Committee and any other Governor meetings as required and delivering written reports.
- Maintaining financial records and reconciliations.
- Reviewing contracts with suppliers, including reporting to and assisting Senior Leaders in this task, including procurement processes, managing tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money
- Maintaining a fixed asset register.
- Supporting the completion of statutory returns and liaising with external regulators including the local authority and associated charity auditors and accountants.

Additional Duties

To perform any responsibilities associated with being a member of the school's staff, as reasonably directed by the Headteacher and Senior Leadership Team.

Please note that this list of duties illustrates the role's general nature and level of responsibility. It is not a comprehensive list of tasks the school finance officer will carry out.

It is understood that areas of responsibility are, from time to time, subject to review in light of the needs of the school and the professional development of the staff.

Personal and Career development

It is school policy to enable all staff to develop within their role at the school. Every encouragement will be given to undertake appropriate training to progress and improve their skills.

Qualifications, skills and experience

Essential competencies

- A relevant qualification - ideally in accountancy (AAT or above), business management, or a related discipline
- Successful accounting and management accounts experience, ideally but not essentially, in a Voluntary Aided or Maintained school.
- Excellent Microsoft skills – Excel, Word and Outlook essential.
- Ability to understand, interpret and communicate financial data at all levels of an organisation
- Excellent attention to detail
- Excellent time management, prioritisation and organisational skills
- Maintain strict confidentiality where appropriate
- Strong interpersonal skills and an ability to work cooperatively with other team members.
- Commitment to safeguarding and equality

Desirable competencies

- Previous experience of working within School Finance.
- Understanding of Schools' financial reporting and accounting requirements for Local Authority schools.
- Previous experience with school MIS accounting systems.