Whitecote Primary School Job Description

Post Title	**GRADE**	**JE REF 703**
Finance Officer	C1 – SCP12	Score 439

Post(s) to which directly responsible
School Business Manager

Post(s) for which directly responsible
None

Purpose of job

- To assist in the delivery of an efficient and effective administrative and financial support to the school

Responsibilities

- To carry out general office admin duties, for example but not limited to answering the telephone, welcoming and booking in visitors, filing, photocopying, producing letters.
- To carry out routine financial transactions (e.g. processing invoices, using purchasing card, virements and recharges) in a timely manner following financial regulations and keeping appropriate records
- To process overtime of all staff members.
- To provide routine finance advice (e.g. pricing) to internal customers
- To deal with more complex enquiries from internal and external customers
- To prioritise own work to meet conflicting deadlines
- To monitor own work output against relevant standards
- To maintain accurate records (e.g. School Fund) and track progress of own work
- To use IT applications and databases effectively to deliver administrative tasks
- To input and retrieve data using computerised systems
- To collate and prepare information from/for a variety of sources
- To produce routine financial reports and data e.g. photocopying use.
- To deal with cash prepare for banking
- To process overtime and expenses claims.
- To communicate effectively with internal & external customers and colleagues in relation to work undertaken including accounts information (e.g. invoice queries)
- To promote and support School policies, e.g. Equal Opportunities and Health & Safety
- To undertake any other duties that are commensurate with the post

Relationships
The postholder will be required to work flexibly to deliver an efficient Service.

There will be regular contact with pupils, colleagues, other members of staff, line managers and internal and external customers

Safeguarding
Whitecote primary school is committed to safeguarding and promoting the wellbeing of all children and expects our staff and volunteers to share this commitment.

As a Finance Officer, you will play a key role in creating a safe, supportive, and inclusive environment for all pupils. Safeguarding is everyone's responsibility, and you will be expected to uphold the highest standards of care, vigilance, and professionalism in line with the school's safeguarding policies and procedures.

Physical Conditions

This post is subject to an enhanced Disclose and Barring Service check.

The school operates a non-smoking policy.

Economic conditions

Grade:	C1
Annual Leave:	Term time only working (plus 1 days)
Hours:	37 hours per week
Conditions of Service:	NJC Conditions apply

Job Description Prepared / Reviewed by:	Louise Daddy	**Date:**	04.12.25
Job Description Approved by:		**Date:**	

EMPLOYEE SPECIFICATION:
Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicate the minimum requirements, and applicants lacking these attributes will not be considered for the post. The points detailed under 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates**.**

SKILLS	Ess	Des	MOA
Able to communicate effectively with a wide range of people including sensitive and complex information	*		
Able to prioritise and plan own work to meet conflicting deadlines	*		
Able to produce and present routine reports and data	*		
Able to accurately enter/retrieve data information from information systems	*		
Able to establish and maintain accurate records using both manual and electronic systems	*		
Able to track own workload	*		

KNOWLEDGE/QUALIFICATIONS	Ess	Des	MOA
Knowledge of general office procedures and practice	*		
Knowledge of relevant financial regulations to carry out financial transactions	*		
NVQ Level 3 or equivalent		*	

EXPERIENCE	Ess	Des	MOA
Experience of dealing with more complex queries from a wide range of people	*		
Experience of working in partnership with others to deliver work to set deadlines	*		
Experience of providing customer focussed services	*		
Experience of supervising staff	*		
Experience of participating in teams and using own initiative	*		
Experience in the use of the Microsoft package	*		
Experience of using financial packages	*		
Experience of budgetary control		*	

Experience of extracting and analysing data from information databases		*	

BEHAVIOURAL AND OTHER RELATED CHARACTERISTICS	Ess	Des	MOA
Willing to abide by the school's Equal Opportunities Policy in the duties of the post, and as an employee of the Council.	*		I
Willing to carry out all duties having regard to an employee's responsibility under the school's Health and Safety Policies	*		I
To display a responsible and co-operative attitude to working towards the achievement of the service area aims and objectives	*		I
An ability to respect sensitive and confidential work.	*		I
Commitment to own personal development and learning.	*		I

METHOD OF ASSESSMENT(MOA)	A	=	Application Form
	T	=	Test
	I	=	Interview
	C	=	Certificate