

# St Charles and St Mary's Federation of Schools

## St Charles Catholic Primary School

Telephone: 0208 969 5566

E-mail: [info@st-charles.rbkc.sch.uk](mailto:info@st-charles.rbkc.sch.uk)

Website: [www.st-charles.rbkc.sch.uk](http://www.st-charles.rbkc.sch.uk)



## St Mary's Catholic Primary School

Telephone: 0208 969 0321

E-mail: [info@st-marys.rbkc.sch.uk](mailto:info@st-marys.rbkc.sch.uk)

Website: [www.st-marys.rbkc.sch.uk](http://www.st-marys.rbkc.sch.uk)

### **St Charles and St Mary's Federation Job description and specification for Finance Officer**

Salary: scale 5, pt 12 (on the inner London APT&C pay scale), depending on experience and skills set. 16 hours a week. Full-time equivalent pay is £34,359, pro rata salary approximately £13,626.13

Fixed Term Contract until 20th July 2027

**Responsible to:** Executive Headteacher and Head of School  
**Line Manager:** School Business Manager

#### **Main Purpose of the Job**

To demonstrate good experience and knowledge of finance (and ideally school finance) and be able to provide support in all matters relating to finance. The role involves supporting the Financial Strategic Lead and the Executive Head Teacher to deliver efficient financial and administrative support, working as part of the office teams. This requires working to a high level of accuracy and efficiency and confidentiality. If you enjoy a challenge, being busy and job satisfaction this post will be just right for you.

The school will offer the successful candidate:

- A welcoming, supportive, friendly and vibrant establishments.
- A dedicated, hardworking and friendly staff team, continuous professional development and the opportunity to develop your career.
- An engaged, supportive and effective Governing Body.
- Support from a very experienced and knowledgeable Financial Strategic Lead.

#### **General responsibilities**

- To undertake the full range of financial tasks for the school. This necessitates acting on your own initiative with guidelines set by the Executive Headteacher and School Business Manager.
- To be responsible for the effective management of financial administration procedures, including responsibility for compliance with financial regulations.
- Preparation and maintenance of such reports, records and accounts as are required in conjunction with the School's computerised accounting systems.
- Ensure all expenditure is correctly coded to ensure maximum use of all budgets and grants.
- Ensure that the school is fully prepared to meet OFSTED financial criteria and School Financial Value Standard (SFVS) and the Local Authority's Internal Audit requirements.

- To be responsible for the collection and banking of all monies and the chasing of any outstanding debts.
- To assist in the preparation of reports provided to governors.
- Monitoring the weekly / monthly expenditure and advising the Headteacher/School Business Manager on any over spending whilst providing options for varying expenditure.
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- Ensuring receipt of all monies due to the School, from public and private fund sources, e.g. VAT refunds, invoice payments, collection from pupils for clubs, music fees, etc.
- Assist the Executive Headteacher with income generation, sponsorship and funding, and build relationships
- Identify the need for, select and manage the ordering of supplies and equipment for the school including the issuing of invoices and ensuring settlement of accounts.
- To manage Statlog system.
- Ensure the school has appropriate financial processes in place to manage voluntary funds such as governors' building fund accounts.
- To ensure that the School's financial procedures are compliant with the School and LA policies and procedures.
- To be responsible for scrutinising all invoices and managing the payment process in keeping with audit requirements and the school finance policy.
- During audits to be able to demonstrate compliance with policies, etc. by producing satisfactory supporting evidence.
- To negotiate, manage and monitor contracts, tenders, and agreements for the provision of support services, liaising with the site manager as appropriate.
- To prepare all financial returns for the DfES, LA. and other central and local Government agencies within statutory deadlines.
- To assist in the procurement and management of all school contracts, Service Level Agreements and Licences, including catering, IT support, premises contracts & utilities, payroll, banking, absence and other insurances, ensuring they are regularly re-tendered to ensure best value.

It may be necessary for duties and responsibilities other than those outlined and specified to be undertaken at times.

## **Job Specification School Finance Officer**

- Experience of Arbor Finance is essential and experience of education management information systems such as Arbor and other software (MS Excel, MSWord, and MS Outlook) is highly desirable.
- Excellent interpersonal and communication skills, both oral and written.
- High levels of diplomacy and discretion.
- An ability to analyse data and present conclusions and recommendations to senior leaders and governors.
- Awareness of data management issues including data protection and confidentiality.
- Experience of budget setting and control
- Experience of working with school-specific accounting systems, preferably Capita SIMS
- Flexible and adaptable approach to work
- Strong work ethic with high standards
- Ability to work to own initiative with minimal supervision
- Display commitment to the protection and safeguarding of children, and have an up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children.
- Understand the importance of effective information sharing and confidentiality.
- Commitment to the school's ethos & values

An understanding of school management issues and the role of the governing body