

Job Description and Person Specification



Job Description

Job Title	School Finance Officer
Grade	6
Service	Financial Management
Reports to	Accountant – Business Partner
Location	Friargate, Coventry
Job Evaluation Code	



About Coventry City Council

Who we are: At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

Our aim is simple – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

Our Values: We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



About the Service your team will provide

Purpose of the role / Output

To provide financial support for schools ensuring delivery of a quality service.

To be responsible for the efficient completion of all aspects of the annual financial cycle for designated schools, including provision of financial advice to Head Teachers, school business managers and Governors.

Main Duties & Key Accountabilities

Core Knowledge

Budget Management

- Provide support to designated school Headteachers and staff in relation to all activity driven by the Annual Financial Cycle, budget planning and financial control.
- Ensure the accuracy and completeness of all financial information through analysis and challenge.
- Challenge and support Headteachers and Governors to ensure financial responsibilities are delivered.
- Preparation and interpretation of school's financial information and presentation to appropriate school staff.

Financial Accounting

- Contribute to the production of financial accounts to appropriate professional standards and input into the overall corporate processes to produce good quality financial statements.
- Financial Planning & Control
- Provision of timely financial management information, advice and guidance to managers, school stakeholders, other internal clients and external stakeholders.
- To promote value for money and efficiency throughout all areas of the schools' operation and to look for opportunities for innovation both in the finance function and in the activities of the schools supported.
- Ensure the financial system provided by the City Council to support the school budget is properly used, and assist in testing and implementing changes to the finance element of school information systems.

Business Information

- Responding to ad hoc requests for financial management information.
- Support the development of financial models to inform financial analysis.
- Provide proactive financial analysis and business option support.

General

- To represent Financial Management on ad-hoc working groups, project teams, and other forums as appropriate, including Governing Body Meetings.
- Provide professional finance support as required.
- To participate in, and lead on, financial management training and development activities (including training for school staff and governors)
- To undertake all duties and responsibilities in accordance with Professional Accounting Standards and any other relevant legislation / guidance.
- Any other duties and responsibilities within the range of the salary grade.

Key relationships

External Local Authority Maintained Primary Schools	Internal All areas within Financial Management Human Resources Payroll Early Years
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Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council’s Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

Training

The postholder must attend any training that is identified as mandatory to their role.

Responsible for:

Staff managed by postholder:

N/A

Person specification

Job Evaluation Code	
Knowledge	
Accounting principles and practice and their application.	
Computerised financial systems, including word processing, spreadsheets and accounting systems.	
Understanding and commitment to equal opportunities and how this is applied to financial strategies and policies.	
Awareness of financial administration processes and procedures.	
Skills and Abilities	
Excellent written and oral communication skills to include production and presentation of complex financial models and reports for technical and non-technical audiences.	
Good interpersonal skills with the ability to develop and foster effective working relationships.	
High level of numerical and analytical and problem-solving skills.	
Able to analyse and use financial data and provide sound financial management advice.	
Able to deal with conflicting priorities and work to policy and operational objectives and timescales.	
Ability to understand, interpret and apply relevant financial procedures rules and legislation ensuring proper practices are followed.	
Able to manage challenging dialogues whilst maintaining professional customer relationships.	
Able to work flexibly, and without close supervision.	
Experience	
Of working in a challenging financial environment.	
Support to managers in discharging their financial responsibilities.	
Effectively prioritising and planning workloads	
Providing financial advice and assistance.	

Qualifications
AAT – Association of Accounting Technicians
Special Requirements
A full UK driving license and access to a vehicle is required to enable school visits to take place.
This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and as such appointment to this post may be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).

Date Created	June 2011	Date Reviewed	November 2022
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