

Job Description and Person Specification

School Finance Officer

Job Details	
Grade	GRD6
Service	Financial Management
Location	City Wide
Job Evaluation Code	S8103S

About Coventry City Council

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:

Open and fair: We are open, fair and transparent.

Nurture and develop: We encourage a culture where everyone is supported to do and be the best they can be.

Engage and empower: We engage with our residents and empower our employees to enable them to do the right thing.

Create and innovate: We embrace new ways of working to continuously improve the services we offer.

Own and be accountable: We work together to make the right decisions and deliver the best services for our residents.

Value and respect: We put diversity and inclusion at the heart of all we do.

Job Purpose

As a School Finance Officer, you will play a pivotal role in ensuring the financial health and compliance of designated schools within Coventry. You will guide and support Headteachers and staff through the complexities of the annual financial cycle, ensuring robust budget management and financial control. Your expertise will enable the delivery of accurate financial reporting and insightful advice, fostering a culture of efficiency and value for money. Your contribution will directly impact the strategic financial planning and operational success of the schools you support.

Main Duties & Key Accountabilities

Assisting Headteachers and other school stakeholders with budget planning, financial control, and activities driven by the Annual Financial Cycle

Ensuring financial information accuracy through meticulous analysis and constructive questioning
Supporting and inspiring Headteachers and Governors to fulfil financial responsibilities effectively
Preparing and interpreting financial data for school staff, ensuring clear and comprehensible presentations
Contributing to the production of financial accounts, adhering to professional standards and corporate requirements
Promoting value for money and efficiency in school operations, seeking innovative opportunities in finance and school activities
Responding to requests for financial management information, ensuring stakeholders receive accurate and relevant data whilst ensuring a high standard of service delivery
Supporting the development of financial models to enhance financial analysis and inform decision-making
Providing proactive financial analysis and business option support to facilitate informed strategic planning
Representing Financial Management in various forums, including working groups, project teams, and Governing Body Meetings
Leading and participating in financial management training and development activities for school staff and governors
Undertaking duties in line with Professional Accounting Standards and relevant legislation or guidance

Key Relationships

External:	Head Teachers, School Business Managers, Governors
Internal:	Finance Managers, Lead Accountants, Accountants, Accounting Technicians, and colleagues across other Council Departments

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.
- attending any training and undertaking any development activities that are identified as mandatory/beneficial to their role.

- any other duties and responsibilities within the range of the salary grade.

Responsible for

Person Specification

Requirements

Knowledge	Have a thorough understanding of accounting principles, practices, and their application in financial strategies and policies
	Possess familiarity with computerised financial systems, including proficiency in word processing, spreadsheets, and accounting software
	Be aware of financial administration processes and procedures, with a commitment to equal opportunities
Skills And Ability	Be able to communicate complex financial information effectively, both in writing and verbally, to technical and non-technical audiences
	Have good interpersonal skills to develop and maintain effective working relationships and manage professional customer interactions
	Possess a high level of numerical, analytical, and problem-solving skills, with the ability to analyse financial data and provide sound advice
	Be able to handle conflicting priorities, work to policy and operational objectives, and interpret and apply financial procedure rules and legislation
	Be able to work flexibly and independently, without the need for close supervision
Experience	Be experienced in working within a complex financial environment and supporting managers with their financial responsibilities
	Have a proven track record of effectively prioritising and planning workloads, and providing financial advice and assistance

Qualification	Possess an AAT qualification or have equivalent experience in a similar financial role
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