



HOLBROOK PRIMARY SCHOOL

Job Description

Post:	Finance Office Manager
Grade:	5
Salary:	Point 22 – 29 (pro rata to £19,621 - £24,646) Pro Rata Term Time
Location:	Holbrook Primary School
Duration:	Permanent
Hours:	8.30 to 4.30 (1 day 8.30 – 4.00) + 5 teacher days and 1 week in the summer holidays split between first week and last week

Job Purpose:

To organise and manage an efficient and effective administration office, including personnel functions and to support SBM in financial processes

Responsible for: Clerical /Admin Team/Finance

Responsible to: School Business Manager

Responsibilities and Key Tasks

GENERAL ADMIN STAFF SUPPORT:

- ❑ To manage the existing clerical team, prioritising workloads, offering support and encouragement to ensure deadlines and high standards of work are achieved in the absence of the School Business Manager.
- ❑ To deputise for the School Business Manager in their absence.
- ❑ To work as part of the administrative team, providing cover for staff where appropriate during periods of absence.
- ❑ Ensure accurate input of data into the school's financial computer accounting system (orders, deliveries and Invoices) Finance MIS – managing all financial transactions in relation and also ensuring the school meals provision is processed daily.
- ❑ Establish and maintain internal communication, administrative and clerical support procedures and record systems including the operation of the Financial MIS.
- ❑ Ensure all Pupil information is recorded by admin staff correctly and is accurately input and checked. Ensure all up-dates have been processed on time.
- ❑ Ensure customer service is maintained in a polite friendly manner to both parents and visitors either in person or by any other communication method.
- ❑ Ensure admin staff maintain an efficient telephone and messaging service responding to queries/enquiries
- ❑ Ensure admin staff maintain pupil filing systems accurately and they are easily accessible



HOLBROOK PRIMARY SCHOOL

- ❑ SBM to be informed of any issues, complaints or problems immediately

FINANCIAL PROCEDURES

- ❑ Manage the production and accurate recording of all financial transactions in conjunction with the Local Authority financial policies and procedures liaising with when required the SBM.
- ❑ Administer School fund and reconcile accounts for external audit.
- ❑ Ensure the collection, reconciliation and recording of any payments for various schemes including School Dinner Money, Music Tuition, School Visits and school activities on the school Financial MIS.
- ❑ Ensure that admin staff prepare invoices and collection of fees for extra-curricular activities e.g music tuition and banking of monies in accordance with Audit recommendations using appropriate paying in slips and receipts in accordance with financial processes in preparation for inputting information onto the Finance MIS of the school's financial accounting system, by yourself (Accounts Receivable).
- ❑ To provide financial and management information for the SBM to present to the School Governors, Headteacher, Senior Management Team, Education Service, L.A. Finance officer
- ❑ Reconcile Purchase Card to LMS Bank Statement; ensuring all transactions are accurate and complete
- ❑ To assist the SBM with budget planning, forward commitments, ensuring preparation for end of financial year in a timely manner as required to the agreed timescale
- ❑ To process all accounts receivable in line with financial procedures and recommendations including non-invoiced income and clearance at end of Financial Year
- ❑ Accounts payable, ordering, delivery, invoicing, payments process including the start of BACS payments. Progress chasing of any outstanding orders, invoices at end of Financial Year
- ❑ To complete Finance MIS reconciliation of Bank Statements, also including School fund and any other accounts if required
- ❑ To print and check VAT returns and send to appropriate department at the local authority
- ❑ To assist the SBM in the preparation of any school audits.
- ❑ To ensure and manage the equipment register. Ensure that the school complies with Financial regulations within the L.M.S. scheme for disposal of equipment and write offs
- ❑ Support the SBM in any hospitality arrangements required for meetings or events
- ❑ Ensure the smooth processing of incoming and outgoing correspondence
- ❑ Organise any elections within the school to the Board of Governors supporting the SBM
- ❑ To continually liaise with the School Business Manager on any financial or staffing issues, ensuring effective provision of services and value for money.
- ❑ Investigate any issues relating to Financial procedures to ensure correct billing process



HOLBROOK PRIMARY SCHOOL

PERSONNEL DUTIES

- ❑ Recording of Staff absence on weekly sheets
- ❑ Record Staff Absence on Headteachers spreadsheet
- ❑ Record Staff Absences on MIS
- ❑ Preparation of Self Certification Forms for all absences and recording data for SBM importing on to relevant website. Ensure completion within the correct timescale to meet Payroll deadlines, and Teaching Staff Insurance deadlines.
- ❑ Produce for Governors absence report for Resource Management Meeting 3 times a year
- ❑ Update Central Register informing SBM of DBS renewal dates when required Ensuring dates of DBS and requesting staff to complete process for updating every 3 to 5 years
- ❑ Giving relevant staff correct documents for online renewal process
- ❑ Assisting in Recruitment process including obtaining references in advance of interviews
- ❑ Any other duties and responsibilities within the range of the salary grade
- ❑ Monitoring staff absence and notifying the SBM of any absence triggers.
- ❑ Monitor LSA Absence and support SBM in covering absence areas as required.

The post holder will be responsible and accountable for carrying out the duties and responsibilities of the post with due regard to the City Councils Equal Opportunities Policy.

Duties which include processing of any personal data, must be undertaken within the Corporate Data Protection Guidelines [Data Protection Act 1998]



HOLBROOK PRIMARY SCHOOL

Person Specification

Job Title: Finance Office Manager

Location: Holbrook Primary School

	Job Requirements
Knowledge of	<ul style="list-style-type: none">• Office procedures and practices• Financial procedures, relating to ordering, invoicing, petty cash and monitoring of expenditure and income• ICT equipment and network systems and their use within a business context• Managing, motivating and supervising a team of workers to meet deadlines.
Skills and Abilities	<ul style="list-style-type: none">• To be creative and inventive particularly in maximising ICT potential• To develop and implement office procedures and systems and brief appropriate staff• To liaise effectively with ICT Services around ICT problems and solutions• To ensure staff follow recognised procedures and deadlines• To compile, record returns and statistics• To maintain accurate accounts, recording income, cash handling, expenditure and balancing records• To liaise and communicate effectively and positively with members of the public, staff, colleagues, other agencies and management to offer advice, guidance and discuss important issues.• Development and implementation of office procedures and systems including briefing staff.• To have good written communication skills• To motivate and supervise an effective clerical team.• To be calm under pressure to seek appropriate solutions• To respond quickly and effectively to emergencies or disruptions• To produce staff handouts and guidelines• To monitor defined procedure and meet original deadlines
Educational	<ul style="list-style-type: none">• NVQ level 3 Business Administration• Relevant Book Keeping Qualification or equivalent
Special Requirements	<ul style="list-style-type: none">• This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974.• A Criminal record Disclosure will be required prior to appointment