



Coventry City Council

Job Description

Post:	School Finance Officer	Job Number:	
Service:	Financial Management	Post Number:	
Location:		Grade:	6

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.

Job Purpose:

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 and Responsibilities:

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 schools 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.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Workforce Diversity and Inclusion Policy.

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

Responsible for: n/a

Responsible to: Accountant – Business Partner

Date Reviewed: June 2011

Updated:



Coventry City Council

Person Specification

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Location:		Grade:	6

Area	Description
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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.

Educational:	• AAT – Association of Accounting Technicians, or similar experience / qualifications
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Special Requirements:	<ul style="list-style-type: none">• 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).
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Date Reviewed: June 2011

Updated: