

JOB DESCRIPTION

Job title:	Finance & Manager	Grade: Level 3 Scale 5
School:	MELDRETH PRIMARY SCHOOL	
Line manager:	Head Teacher	
Supervisory responsibility:	Responsible for management of school administrative and clerical staff as necessary	
Hours:	The role is full time working 8.40 am to 4.00 pm – Monday to Friday Occasional attendance at evening meetings may be required.	

Main purposes of the job

To work as part of the administration team in supporting the school in attaining its aims and objectives by managing the finances of the school with the object of providing the most effective and efficient service to the school. Ensuring that proper accounts are kept, maintaining and inputting data onto computerised financial management systems. Ensuring that information contained therein is up to date, accurate and complies with relevant legislation and policy.

Main responsibilities and tasks:

- Managing complex manual and computerised information systems: Finance system (FMS), (suppliers, debtors) in accordance with procedures. Use of Microsoft packages, SIMS and Budget Planning Software, delegating tasks as appropriate to the office team.
- Managing the organisation, coordination and delivery of facility management services (purchase of new equipment, school lettings, personnel, maintaining the school asset register and filing system of financial reports).
- To provide line management to play leaders providing advice and support for debt recovery, and support income processing and record keeping.
- Keeping and maintain regular and accurate accounts of all income and expenditure; observe sound accounting and audit procedures; (e.g. check all accounts, identify anomalies, errors and variances; bring to the notice of the Headteacher; the LA finance team and the Governors resources committee; take immediate corrective and appropriate action; bank statement reconciliations).
- Plan, develop and organise support service systems, procedures and policies including the administration of the school's cashless system, preparing invoices for cheque run/BACS.
- Processing of all school (cheques and cash), and banking of same.
- Liaising with payroll to ensure the timely preparation and submission of relevant documents.
- Analyse and evaluate data/information and produce reports to draw attention to important trends.
- Maintaining high standards when managing confidential information, complying with the school's data protection procedures and legal requirements at all times.
- Comply with and assist in the development of policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To adhere to school health and safety policy including risk assessment and safety systems.
- To adhere to school policy on equality and diversity.
- To contribute to the overall ethos/aims of the school.

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- To appreciate and support the roles of other professionals.
- To attend and participate in relevant meetings as required.
- To participate in training opportunities and professional development as required.
- To undertake similar clerical duties commensurate with the level of the post as required by the Head teacher.

This job description sets out the duties of the post at the time it was drawn up. The Line Manager may vary the duties from time to time, without changing their general character or responsibility entailed.

Signatures – line manager and job holder

Signature of Manager:

Date:

____/____/____

Signature of post holder:

Date:

____/____/____
