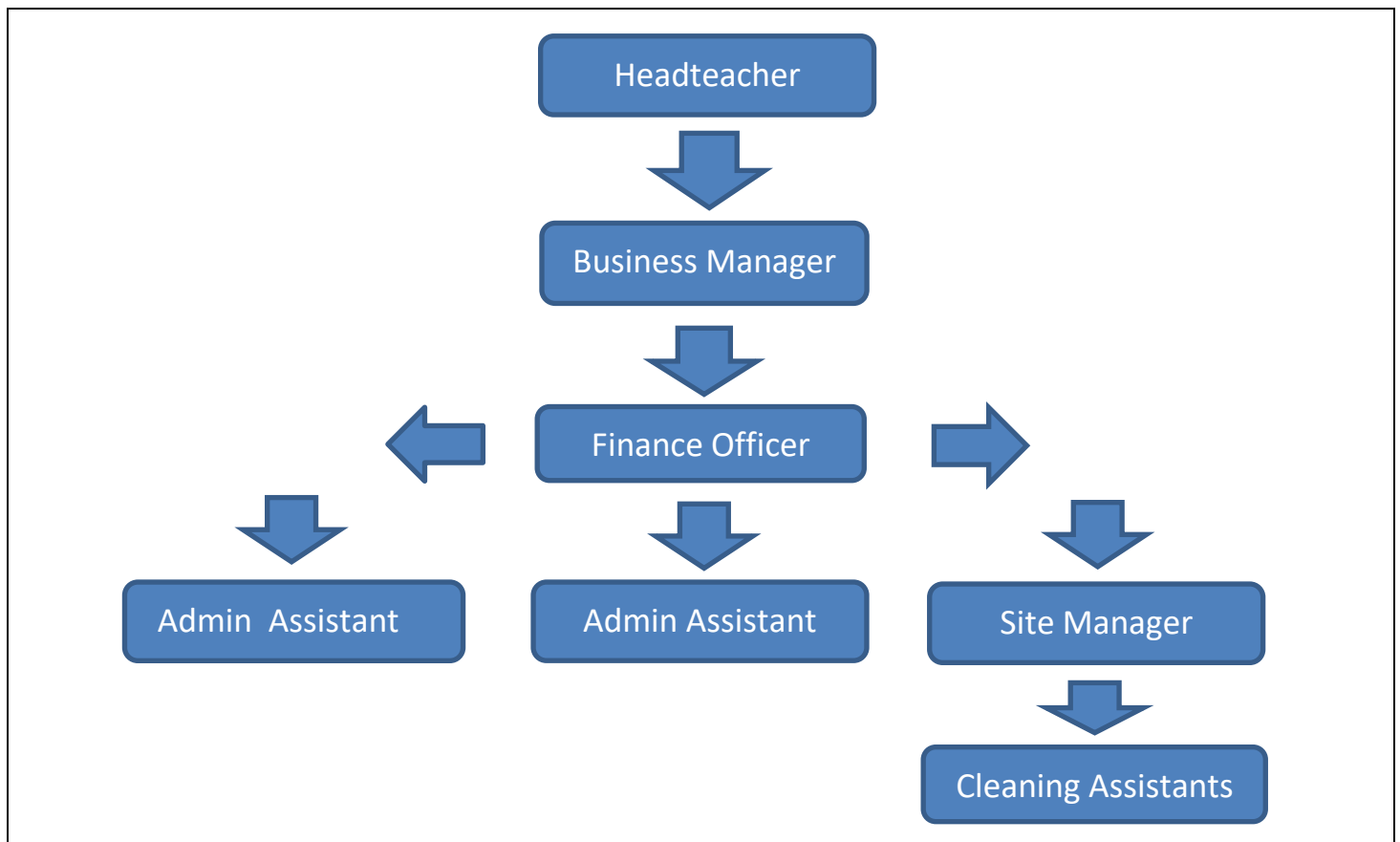


Local Job Description – Finance Officer

| | |
|----------------------|--|
| Post title: | Finance Officer |
| School: | The Key Education Centre |
| Grade: | Grade E/F (depending on experience) |
| Reports to: | Business Manager |
| Role Purpose: | To lead and support the Administrative team, HR function and provide financial planning and monitoring of the school budget. |

Details of reporting structure



| Accountabilities |
|---|
| <ul style="list-style-type: none"> • Support the Business Manager in preparing, managing and monitoring the annually allocated budget. • Manage the day to day transactional operation of finance, including budget monitoring, raising orders and petty cash • Monitoring the Centre income, including raising invoices and Internal Trading Documents • Provide advice and support to budget holders on monitoring budgets for which they are responsible for • Prepare regular financial accounting reports for the Business Manager • Assist with tendering exercises, ensuring best value & cost effectiveness for the school in the provision of goods and services • Develop and maintain an extensive range of customer/colleague contacts to develop and improve services and use of resources • Manage HR functions including recruitment, pre-employment checks and absence recording • Process appropriate HR forms including salary and travel claims • Leading and supporting the Admin and Site Team, including regular IPP performance management reviews, establishing training and development needs and holding regular team meetings • Assist with the appointment of new staff • Comply with HCC Financial regulations |
| Necessary role-related knowledge, skills and experience |
| <ul style="list-style-type: none"> • Strong financial experience, including successfully managing financial functions, a secure understanding of purchasing regulations and sound budgetary control • Strong HR experience, including successfully managing staff, leading and developing administrative functions • Self-motivated with excellent communication skills and a high level of initiative • Computer literacy with experience of using a variety of software for data management • Excellent organisational and time management skills • Flexible and adaptable approach with a high level of accuracy • Competent user of Microsoft Office, especially excel • A minimum Level 5 (GCSE or equivalent) qualification in English and Maths at grade C or above |
| Desirable role-related knowledge, skills and experience |
| <ul style="list-style-type: none"> • Experience of delivering a wide range of administrative functions in a school setting • Knowledge of Hampshire County Council IBC Portal, and HCSS Budgeting Tool • Experience in the use of SIMS • Knowledge of school & County procedures, and financial regulations |
| The Key decision making areas in the role |
| <ul style="list-style-type: none"> • Budget planning with Business Manager • Spending up to the delegated authority level • Purchasing/choosing suppliers • Staff Management • Achievement of Best Value, including income sourcing, taking initiative on cost-cutting and fund raising |

| The role dimensions |
|---|
| <ul style="list-style-type: none"> • Support the Business Manager in preparing, managing and monitoring the annually allocated budget, including at delegated department level. • Leading and supporting the Admin and Site Team • Some cash handling |
| The main contacts |
| <ul style="list-style-type: none"> • Internal staff, governors, parents, pupils and other schools on a daily basis • HCC departments, - Personnel, Finance, IT, Property Services • Contractors and suppliers • External businesses/partners and the public |
| Working conditions |
| <ul style="list-style-type: none"> • Office based working environment • Desktop PC • Manual handling objects up to 5kg, less than a daily requirement • Verbal abuse and/or aggression |

This job description can be reviewed and may be subject to modification or amendment at any time after consultation with the post holder.