

**JOB DESCRIPTION AND PERSON SPECIFICATION**

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| Job Title: | School Finance Officer |
| HBC Grade: | HBC4/6 |
| Service: | Financial Services |
| Division: | Revenues & Financial Management |

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| **Main Purpose of the Role** |
| **To deliver a range of financial services to Schools in accordance with a Service Level Agreement.** |

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| **Key Duties** | |
| **1** | To provide a range of financial support services to Schools, in accordance with the Finance Service Level Agreement |
| **2** | To liaise on a day-to-day basis with Headteachers, School Finance Staff and Governors in order to provide appropriate financial advice and guidance. |
| **3** | To provide guidance and support to Headteachers and School Finance Staff in the use of Agresso. |
| **4** | To interrogate the financial information system and liaise with suppliers, on behalf of schools, to resolve queries. |
| **5** | To analyse financial information by use of Excel spreadsheets. |
| **6** | To monitor school budgets on a monthly basis and ensure correct coding of income and expenditure. |
| **7** | To conduct termly meetings with Headteachers and Governors regarding budget monitoring and preparation of school budgets within approved timetables. |
| **8** | To provide financial information and advice to Headteachers and Governing Bodies, in order to enable effective management decisions to be taken both for initial budget setting and subsequent in-year monitoring. |
| **9** | To ensure that School budgets are prepared and funding utilised in accordance with Financial Regulations and the Halton Scheme for Financing Schools. |
| **10** | To provide accurate and timely financial information and analysis to Headteachers and School Finance Staff, to enable them to manage the School budget on a day-to-day basis |
| **11** | To identify and monitor the progress of Schools with particular financial difficulties, in order to provide advice and support to Headteachers and Governors and thereby assist them in resolving the situation. |
| **12** | To undertake closedown procedures in liaison with Schools, in order to finalise their year-end accounts and determine their carry forward balance |
| **13** | To provide training in financial administration and financial procedures for new School Secretaries |
| **14** | To advise Schools regarding their use of grants in order to optimise their use. |
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| **15** | To advise Schools regarding Consistent Financial Reporting requirements. |
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| **16** | To attend and contribute to regular meetings with departmental and inter-authority working groups as required. |
| **17** | To liaise with Government Departments, other Councils, and other external bodies, as required |
| **18** | To undertake special projects and any other duties that may be assigned commensurate with the responsibility of the post. |

The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment.

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| **Education / Qualifications** | **Essential** | **Desirable** | **How Identified** |
| GCSEs at grade C or above (including English and Mathematics), or equivalent qualifications or experience | ‘A’ levels or studying towards the Association of Accounting Technicians or equivalent | All essential qualification certificates must be presented at interview. |

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|  | **Experience** | **Knowledge** | **Skills & Abilities** | **How Identified** (delete as appropriate for each criteria) |
| **ESSENTIAL** | Experience of working in a finance environment. |  | Understanding of monitoring arrangements for income and expenditure budgets and the provision of financial information and analysis. | Application / Interview /Assessment |
|  |  | Understanding of closure of accounts procedures | Application / Interview /Assessment |
|  |  | Excellent oral and written communication skills | Application / Interview /Assessment |
|  |  | Confidence in liaising with Headteachers, Governors, School Finance Staff and Colleagues. | Application / Interview /Assessment |
|  |  | Excellent Customer Service Skills | Application / Interview /Assessment |
|  |  | Highly organised and able to plan and prioritise work. | Application / Interview /Assessment |
|  |  |  | Ability to work as part of a team | Application / Interview /Assessment |
|  |  |  | Flexible approach to working | Application / Interview /Assessment |
|  |  |  | Ability to consistently achieve tight deadlines. | Application / Interview /Assessment |
|  |  |  | Ability to identify, evaluate and resolve problems. | Application / Interview /Assessment |
|  |  |  | Ability to use initiative and make sound judgements. | Application / Interview /Assessment |
| **DESIRABLE** | Experience of working in local government |  | Understanding of schools revenue and budgeting processes. | Application / Interview /Assessment |
|  |  | Understanding of grant funding and consistent financial reporting requirements. | Application / Interview /Assessment |

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| **Other Requirements** | **Essential** | **Desirable** | **How Identified** |
| Excellent knowledge of Microsoft Excel. The ability to use Word, e-mail and the Internet | Working knowledge of Agresso | Interview / Assessment / Documentation |
|  |  | Interview / Assessment / Documentation |
|  |  | Interview / Assessment / Documentation |

Please note: Front line posts with direct customer contact should include a statement detailing the spoken English language requirements of the post.

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For office use only:

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| **Date Created:** | **04.11.2021** |
| **JE Ref:** |  |
| **Agreed by:** |  |

This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility.