|  |  |
| --- | --- |
| **School Finance Officer**  **SALARY GRADE: HBC4/6** | Halton Borough Council  resourcing@halton.gov.uk |
| Working at Halton | |
| All our colleagues at Halton have made a positive commitment to delivering great outcomes for our communities. Whoever joins us will share that passion for outstanding service, and strongly align with the values which define our workplace culture:   * Working Together – building fantastic relationships with colleagues and customers * Continuous Improvement – keeping great service delivery at the heart of everything we do * Personal Growth – learning, growing and developing ourselves * Accountability – doing what we say we are going to do * Inspiring Leadership – positive roles models and leading by example   *To read more about our values, click* [*HERE*](https://haltoncouncilcareers.co.uk/values/)  **We are immensely proud that when asked what’s great about working for Halton, the most popular response from our workforce has been ‘*our colleagues’*.**  Aside from working with a great team, our employees have access to a fantastic range of benefits, including:   * A generous annual holiday allowance starting at 34 days per year (including bank holidays), increasing with long service * Membership of our defined benefit, salary-linked pension scheme with generous Employer Contributions * 3 x Salary Life Cover via Local Government Pension Scheme * Investment in your personal development * Free Car Parking at HBC sites * Flexible / hybrid working arrangements available * Car leasing schemes   *For further information about all the benefits we offer, please click* [*HERE*](https://haltoncouncilcareers.co.uk/benefits/)*.* | |
| About the Job | |
| As a School Finance Officer your role will be to deliver a range of financial services to Schools in accordance with the Finance Service Level Agreement (SLA).  More specific responsibilities include:   * Liaise regularly with Headteachers, School Finance Staff and Governors to provide appropriate financial advice and guidance in order to enable effective management decisions for initial budget setting and subsequent in-year monitoring * Provide guidance and support to Headteachers and School Finance Staff in the use of Agresso, and to provide training in financial administration and financial procedures for new School Secretaries. * Interrogate financial information systems and liaise on behalf of schools with suppliers to resolve queries. * Analyse financial information by use of Excel spreadsheets. * Monitor school budgets on a monthly basis ensuring correct coding of income and expenditure. * Conduct termly meetings with Headteachers and Governors regarding budget monitoring and preparation of school budgets within approved time scales. * Ensure School budgets are prepared and funding utilised in accordance with Financial Regulations and the Halton Scheme for Financing Schools. * 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 * Identify and monitor the progress of Schools with particular financial difficulties, to provide advice and support to Headteachers and Governors and thereby assist them in resolving the situation. * Undertake closedown procedures in liaison with Schools, to finalise year-end accounts and determine any carry forward balance. * Advise Schools regarding their use of grants in order to optimise their use. * Advise Schools regarding Consistent Financial Reporting requirements. * Attend and contribute to regular meetings with departmental and inter-authority working groups. * Liaise with Government Departments, other Councils, and other external bodies, as required. * To undertake special projects and any other duties that may be assigned commensurate with the responsibility of the post. | |
| About You | |
| For this role you must have GCSEs at grade C or above (including English and Mathematics), or equivalent qualifications or experience.  In addition you will have:   * Experience of working in a finance environment with knowledge of income/expenditure monitoring and closure of accounts procedures. * Strong oral and written communication skills with the ability to liaise confidently with Headteachers, Governors, School Finance Staff, and colleagues. * Excellent customer service skills and ability to build effective working relationships. * Highly organized, able to prioritize and consistently meet tight deadlines. * Able to work well in a team and adapt to changing work requirements. * Strong ability to identify, evaluate, and resolve issues, using initiative and sound judgment.   Advanced knowledge of Microsoft Excel, with proficiency in Word, email, and the Internet.  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. | |
|  | |  |
|  | |  | |
|  | |