

# Job description

<b>Job title:</b>	<b>Senior Finance Officer</b>
<b>Job ref:</b>	<b>XS 5.1</b>
<b>School:</b>	
<b>Grade:</b>	<b>Dorset Grade 8</b>
<b>Reports to:</b>	<b>Headteacher / SMT or other nominated person</b>

## Main job purpose

To work with the Headteacher and SMT to ensure proper control and planning of the school's finances as a whole and the individual budget heads. To operate within the terms of the County Council's scheme of financial delegation to school and County Council's standing orders and regulations.

## Main responsibilities and duties

1. Advising the Headteacher and SMT on the short and medium term financial status of the school and its component services on a regular basis.
2. Developing and maintaining financial and other systems to ensure the quality and accuracy of financial information to supplement that provided by the County Council's Financial Information System.
3. With the Headteacher and SMT (and chairperson of finance committee), develop appropriate financial plans as required for submission to and approval by governors/chairman of finance/Budget heads.
4. Managing a small finance team and determining their work.
5. Ensuring orders and payments are made in compliance with County Council's financial standing orders.
6. Ensuring compliance with the County Council's Scheme of Delegation to schools.
7. Managing the funds, grants and other income additional to County Council delegated funds.
8. Prepare the financial records of the school for examination by external bodies (e.g. OfSTED, Auditors).
9. Together with Headteacher and SMT preparation and submission of detailed bids/reports to access external funding streams and thereafter to repeat separately to Governors/External bodies as necessary.
10. Liaising with Officers of the Education and Resources Directorates.
11. Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.

## Knowledge & skills

1. The postholder must have experience of effective financial management and accountancy.
2. Possession of a recognised accountancy qualification would be an advantage, as would knowledge and experience of education funding arrangements.

## Supervision & management

1. The postholder may be required to supervise between 1-5 finance based staff.
2. The postholder will often be required to work without direct supervision.

## Problem solving and creativity

1. To deal with changing and conflicting deadlines and frequent interruptions to work, supervision of staff and allocation of work.
2. Frequently deal with non-routine queries and forwarding matter to appropriate staff where necessary.



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## Key contacts & relationships

1. Daily contact by telephone/face to face with Headteacher/Staff.
2. Occasional contact with Pupils/Parents and other visitors to the school.

## Decision making

Work to deadlines; to prioritise own workload and allocation of duties to other team members.

## Resources

General office equipment (e.g. word processor, photocopier, fax machine and telephone).

## Working environment

Working in a busy office with frequent use of IT equipment. Restricted space.

Occasionally processing heavy loads of incoming/outgoing mail.

Size, phase and type of school. Overall financial resources will be in the order of £1.5m - £4.0m (as at 2002 price base). Responsibility for PC and peripheral equipment.

<b>Approval</b>			
Prepared by	Chris Matthews	Date	January 2005
Designation	Pay and Reward Manager		

