**Job Description – BUSINESS SUPPORT OFFICER – FINANCE**

# Job details

**Grade:** KR7

**Reporting to:** Schools Business Operations Manager

**MAIN PURPOSE**

To provide an effective financial and administrative service to support and enhance the school in accordance with KCC Financial Regulations. Provide timely and accurate information to the School Bursar and Headteacher as required.

**DUTIES AND RESPONSIBILITIES**

1. Assist with the design and implementation of the school’s financial procedures and systems to ensure information and transactions comply with school, LA and audit requirements
2. Maintain the school’s accounting systems
3. Reconcile accounts
4. Process orders, invoices and approve payments ensuring correct financial control is applied
5. Maintain and monitor all budgets and present regular management reports to ensure efficient and effective control of income and expenditure
6. Work in conjunction with the school business and operations manager so that the school complies with statutory requirements from the DfE, KCC, Governing Body and other agencies
7. Work in conjunction with the school business and operations manager to negotiate contracts and tenders to ensure the most efficient use of resources to ensure best value for money at all times
8. Implement the school policy with regard to the hiring of school facilities and manage the associated financial transactions ensuring all necessary requirements are met
9. Arrange agreed payments, evaluate, audit and monitor expenditure complying with LA guidelines to ensure best value for money
10. Manage the School Fund within school and LA requirements to ensure that the school receives best value for money
11. Support the School Business Operations Manager and Headteacher in a consultative and administrative capacity in matters of Finance, Personnel and school administration to provide an objective and informed view to aid decision making
12. Assist with funding/grant submissions
13. Deal with VAT returns and liabilities
14. Prepare, implement and reconcile all financial transactions relating to the school’s income and expenditure, to ensure compliance with legal requirements and KCC Financial Regulations.
15. Oversee, authorise and timetable the letting of the school premises and, where necessary, follow up and solve problems on behalf of the school and its clients, in order to capitalise on the school’s property assets and generate additional income.

**Footnote**: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

**PERSON SPECIFICATION**

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

|  |  |
| --- | --- |
|  | **CRITERIA** |
| **QUALIFICATIONS** | Level 3 Diploma (or equivalent) with accountancy and finance and knowledge / skills |
| **EXPERIENCE** | Significant experience of working in a finance role. |
| **SKILLS AND ABILITIES** | Ability to communicate a range of financial information both verbally and in writing with the senior leadership team and other staff.  Keyboard skills applied with precision and speed  Must be computer literate and have previous experience of working within financial regulations.  Ability to prioritise own workloads and to work to deadlines is essential. |
| **KNOWLEDGE** | Requires knowledge of accounting and financial procedures sufficient to be able to maintain accounts, produce financial reports, advise on variances  Must be aware of KCC Financial Regulations and understand other relevant school policies.  Knowledge of the School’s Record Retention Policy and freedom of information protocols of awareness of the requirement for this policy and protocol.  Knowledge of a range of IT systems  Knowledge of computerised and manual filing systems  Awareness of Data Protection and confidentiality issues  Staff will be expected to have an awareness of and work within national legislation and school policies and procedures relating to Health and Safety |