Tel: 01732 842739

Crispin Way Kings Hill West Malling Kent ME19 4LS



Kent County Council

Job Description: Finance – Level 3.1

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| **School:** | **Kings Hill School Primary and Nursery**  |
| **Grade:** | **Kent Range 6** |
| **Responsible to:** | **Headteacher** |

**Purpose of the Job:**

Responsible for the day to day management and monitoring of the school’s budget and financial systems in accordance with KCC Financial Regulations. Provide timely and accurate information to the Headteacher and Governing Body as required.

**Key duties and responsibilities:**

1. Monitor all school budgets on a monthly basis, producing analysis reports to ensure that the Headteacher, Governing Body and Budget Holders have accurate and timely information on school finances.
2. Prepare the annual draft budget, monitoring and maintaining all budgets as well as making any changes agreed to budget, analysing, interpreting and profiling information to ensure adequate provision is made to cover increasing costs.
3. Implement the school policy with regard to the hiring of school facilities and manage the associated financial transactions ensuring all necessary requirements are met.
4. Arrange agreed payments, evaluate, audit and monitor expenditure complying with LA guidelines to ensure best value for money.
5. Develop and maintain systems and procedures to ensure information and transactions comply with school, LA and audit requirements.
6. Manage the School Fund within school and LA requirements to ensure that the school receives best value for money.
7. Assist the Headteacher in rescheduling and calculating costs of items for inclusion into the School Development Plan to ensure its effectiveness.
8. Develop and maintain systems and procedures to incorporate new financial initiatives e.g. booster classes to ensure that the school is able to make best use of additional monies.

Individuals in this role may also undertake some or all of the following:

1. Assist with funding/grant submissions
2. Manage stocks of supplies and consumables
3. Deal with VAT returns and liabilities
4. Maximise funding for the school through identifying income streams (e.g. Extended Services partnerships).

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Person Specification: Finance – Level 3.1

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.

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|  | **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 systemsKnowledge of computerised and manual filing systemsAwareness of Data Protection and confidentiality issuesStaff will be expected to have an awareness of and work within national legislation and school policies and procedures relating to Health and Safety  |