Laleham Gap School Job Description

**Job Description: Finance Officer – Level 3**

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| **School:** | **Laleham Gap School**  |
| **Grade:** | **Kent Range 5** |
| **Responsible to:** | **School Business Manager** |

**Purpose of the Job:**

To provide a full range of finance administrative support to the school.

**Key duties and responsibilities:**

1. Assist with the design and implementation of the school’s financial procedures and systems.
2. Assist with the preparation/prepare the draft annual budget and financial plans.
3. Maintain the school’s accounting systems.
4. Undertake detailed monitoring of monthly expenditure, advising on the reason for an implication of variances and any recommendations.
5. Produce financial analysis and reports, including liaising and reporting to the Local Authority.
6. Manage petty cash and ensure appropriate use of the school’s bank accounts.
7. Process orders and approve payments ensuring correct financial control is applied.
8. Reconcile accounts.
9. Responsible for adherence to financial regulations and audit requirements and advising on the application of these.
10. Assist the School Business Manager with preparation of payroll reports - this includes checking, collating, inputting and processing.
11. Maintaining the schools Asset Register.
12. Contracts and Licences – maintain and monitor the contracts and licences spreadsheet advising the School Business Manager when contracts and licences are approaching renewal.
13. Undertake day-to-day supervision of Finance Assistant
14. Undertake administrative duties, such as reception, filing, and document preparation.

**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.

For KCC purposes this post has been rated as DMA Level 1