|  |
| --- |
| Job Description – Finance Officer |
| Role and Responsibilities To manage the operational business of the school, including; providing best value and accurate monitoring and maintenance of school finances.  Additionally, working toward enhancing school-wide effectiveness and productivity and thus to improve standards of pupil achievement by supporting the School Development Plan.  **FINANCIAL CONTROL AND MANAGEMENT**  **Undertake the following activities whilst ensuring that the school complies with statutory requirements from the DfE, KCC, Governing Body and other agencies.**   * Maintain established financial procedures for all school monies as per the statutory requirements. * Maintain and monitor all budgets and present regular management reports to the SLT and the Governing Body to ensure efficient and effective control of income and expenditure, including attendance at one meeting of the School’s Governing Board per year to present the 3 Year Budget Plan. * Negotiating contracts and tenders to ensure the most efficient use of resources to ensure best value for money at all times. * Manage and maintain the contracted-out payroll function to provide an efficient and effective payroll service in order to meet the individual needs of the school. * Manage and take responsibility for all accounting procedures in relation to the School Voluntary Fund ensuring that all KCC audit requirements are met. * Manage and control the purchase ledger from orders placed through to paying suppliers via BACS/DD. * Manage and control all Corporate Card accounting. * Maintain the asset register.  Additional Notes **The content of this job description provides an outline of the post only and is subject to annual review following consultation with the post holder. Roles and responsibilities can be changed through negotiation.**  **The School Business Manager will support Office Staff and SLT with the management of the school timetable and communication of important diary dates and events to parents.** |