



## Ospringe CE Primary School

### Job Description – Finance Officer

<b>Role:</b>	Finance Officer
<b>Grade:</b>	Kent Range 3 (£17,365 - £17,411 pro-rata) 15 hours a week 38 weeks per year (term time only)
<b>Hours of work:</b>	To be agreed
<b>Responsible to:</b>	School Business Manager/Headteacher

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#### 1. PURPOSE OF JOB

The purpose of the role is to provide finance and administrative support in a busy school environment under the direction of the School Business Manager. It will require an organised, accurate and level headed individual to ensure that the finance functions are undertaken efficiently and effectively as distractions and interruptions can be frequent.

#### 2. PRINCIPAL ACCOUNTABILITIES:

##### Finance duties -

Undertakes a diverse range of finance duties for the School Business Manager to include:

- Undertake a range of financial procedures, including placing orders, invoicing, manual journals and preparation of cheques.
- Check incoming stock deliveries and arrange for distribution and storage.
- Arrange payment of invoices for stocks, including checking supplier statements.
- Enter income and expenditure on the finance system.
- Undertake reconciliations, for example of bank accounts and corporate card accounts.

##### Administration duties –

As part of the school office team duties include:

- Reception and telephone duties
- General and clerical office duties including filing, photocopying and maintenance of record systems to assist in the efficient operation of the school office
- Making suitable arrangements for class trips including venue, transport and Free School Meals as required.

#### 3. JOB CONTEXT:

- Responsible to the School Business Manager
- This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.
- The post holder may be required to deal with a range of stake holders both internal and external and carry out any duties as required by the Headteacher, School Business Manager and Governing Body.