

# St. Augustine's Catholic Primary School

Head of School: Rachel Swindell Thomson

Assistant Head: Amy Casey

Chairman of Governors: Stephen



*We try to follow Jesus by loving each other and caring for God's world.*

<b>Job Title</b>	Finance Officer
<b>Department</b>	<b>St Augustine's Catholic Primary School</b>
<b>Location</b>	St Augustine's Catholic Primary School, Costessey, and Notre Dame High School, Norwich
<b>Grade</b>	National Support Scale Point 7 - 11
<b>Hours</b>	18-20 hours per week (Term time plus 2 weeks)
<b>Responsible to</b>	Responsible to the Headteacher
<b>Effective Start Date</b>	<b>01/07/2019</b>

<b>Role and Context</b>	
<b>Job Purpose</b>	To assist with the: <ul style="list-style-type: none"><li>• Management and control of the school's financial resources</li><li>• Planning, allocating and using financial resources satisfying the requirements of accountability and financial control.</li><li>• Monitoring school level HR and payroll</li><li>• Management of the school's single central record and undertaking DBS and relevant safeguarding checks as required on all new staff, volunteers and visitors to the school.</li></ul>
<b>Context</b>	Job family: Administration
<b>Other Job Information</b>	Liaises directly with the Multi Academy Trust's central finance department and external providers of services (e.g. Contract Management, HR or Payroll).

<b>Principal Accountabilities</b>
<ol style="list-style-type: none"><li>1. Assist the Headteacher in planning, allocating and use of financial resources in a manner that satisfies the requirements of accountability and financial control.</li><li>2. Complete and submit staffing records and returns, such as absence and occupational health referrals.</li><li>3. Collation and submission of data for the school single central record.</li></ol>

4. Prepare with the Head Teacher draft budgets and reports for school and MAT management and / or leadership team /Governors.
5. Responsible for the purchase and sales ledger, and banking transactions including the following:
  - a. raising orders for goods, supplies and services;
  - b. producing open commitment reports;
  - c. ensuring that all payments are properly approved;
  - d. maintaining all data records relating to income and expenditure;
  - e. accounting for all expenditure;
  - f. accounting for and banking all income
6. Ensure that the central finance system is maintained and used to record all financial and accounting data.
7. Ensure routine checking of all properly authorised expenditure for accuracy, to safeguard against error.
8. Monitor, as directed, supplier delivery of goods, products and services and report inconsistency with agreed specification, cost or timescales.
9. Maintain a record of all spending related to pupil premium for individual children.
10. Monitoring alongside the Head Teacher commentary of centrally produced monthly management accounts.
11. To visit the central finance office once a week, based at Notre Dame High School, to input invoices, income and expenditure from St Augustine's onto the central finance system.
12. Maintain current awareness of relevant support service procedures.
13. Provide, as directed, administrative support appropriate to the needs of the school.
14. To undertake any other duties that are within the grade and scope of the post as determined by the manager/supervisor.
15. To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Multi Academy Trust.

### Person Specification

This should describe the qualifications, experience, skills and knowledge, which are essential to do the job to a fully competent level.

<p><b>Qualifications</b></p>	<p>NVQ 2/3 or equivalent qualification or experience in relevant discipline.</p> <p>Good numeracy/literacy skills. GCSE (or equivalent) in Maths and English.</p> <p>Requires a good working knowledge of Microsoft Excel and school financial procedures, and the ability to adhere to these.</p> <p>ICT literate with excellent keyboard skills.</p>	<p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Desirable</p>
<p><b>Experience</b></p>	<p>Sound experience in supporting financial and administrative services that assist the management and control of financial resources.</p> <p>Good experience of maintaining computerised records and systems.</p>	<p>Desirable</p> <p>Essential</p>
<p><b>Skills / Knowledge</b></p>	<p>Able to work as a member of a team dedicated to delivering comprehensive support services.</p> <p>Able to contribute effectively to deliver services in a manner that complies with regulatory requirements.</p> <p>Good knowledge of relevant policies / standards / regulatory matters.</p> <p>Able to organise own workload in the context of varied tasks</p> <p>Able to relate to and assist school staff at all levels.</p> <p>Ability to travel to other schools within the MAT</p>	<p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
<p><b>Personal Qualities</b></p>	<p>Able to work calmly under pressure</p> <p>Enthusiasm</p> <p>Honest and reliable</p> <p>Attention to detail</p> <p>A commitment to the Catholic ethos of the school</p>	<p>Essential</p>