



South Tyneside Council

CHILDREN AND YOUNG PEOPLE DIRECTORATE

Mortimer Community College

JOB DESCRIPTION

POST TITLE: School Finance Officer

GRADE: Band 6 - SCP22

RESPONSIBLE TO: Senior Finance Officer/Head of Business & Finance

Overall Objectives of the Post

Organise and monitor operational administrative and finance systems within the school. Contribute to the planning, development, and monitoring of support services, including co-ordination and delegation of relevant activities, maintaining confidentiality at all times.

KEY TASKS OF POST:

Administration:

- Respond to correspondence as appropriate
- Provide support to the Senior Finance Officer/Head of Business & Finance and staff as required
- Assist in the development and implementation of school administrative and finance procedures
- Provide administrative support as required.
- Undertake research and obtain information to inform decisions
- Monitor stock control of resources and order as required using 'Best Value' practice
- Complete and submit complex forms, returns etc
- Supervise, train and develop administrative staff as appropriate
- Contribute to the planning, development and organisation of policies and procedures.

Finance:

Under the line management of the Head of Business & Finance:

- Work with the Senior Finance Officer/Head of Business & Finance to plan, monitor and evaluate the current school budget
- Manage the financial transactions and sales of the school
- Undertake complex financial administration procedures
- Assist the Senior Finance Officer/Head of Business & Finance in preparing budget reports for Governors
- Be responsible for the selection, management and distribution of resources and ensure appropriate stock levels are maintained
- Help to monitor service contracts
- Be responsible for ParentPay
- Manage all invoicing
- Identify the need and be responsible for securing appropriate school licences and insurance

- Manage and monitor expenditure within an agreed budget
- Collect and prepare information in preparation for annual external audit
- Prepare monthly VAT returns
- Manage/operate the school's financial administration systems.

Responsibilities:

You will contribute to the overall school's achievement of its objectives. You will:

- Comply with the school's policies and procedures including those relating to safeguarding, health, safety and security, confidentiality and GDPR within the school, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Develop and maintain constructive working relationships with other members of staff/agencies/professionals
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Mortimer Community College is committed to the safeguarding and well-being of young people. All appointments are made subject to enhanced DBS checks.

19/05/2023