



## **Job Description**

**Job Title:**

**Finance and Human Resources Officer  
39 weeks 4 days p/w plus 6 week holidays**

**Reporting to:**

**Head Teacher**

### **Main Purpose of the Job**

To provide a comprehensive financial, administrative HR and Payroll support service to the school and to ensure the smooth running of an organised and efficient function.

To work collaboratively with all staff and parents in order to support pupil well being and to promote the four key school values: Excellence, Caring, Perseverance, and Collaboration.

To be responsible for an efficient and accurate financial management service, including the monitoring of actuals against budget and reconciliations of income and expenditure.

To be responsible for general personnel matters within the School including the administration of the recruitment of teaching and support staff.

To ensure the school makes the best possible use of resources through effective strategic planning, including consideration of all financial implications.

### **Main Duties and Responsibilities**

To be responsible for all accounting systems and processes in the school including: ordering of goods and services, invoice processing and payment and bank account management and reconciliation.

To be responsible for the collection of nursery income, dinner money and any other school funds, and to ensure that all monies received in school are recorded, receipted, maintained securely and banked on a timely basis.

To work closely with the school's external financial support officer, ensuring that all income and expenditure is accurately recorded and that monthly processing and reporting deadlines are met.

To support the Head in maximising income within the ethos of the School, whilst ensuring best value principals are adopted, for example, in extended schools activities.

To manage the administration of the payroll system for teaching and support staff, being the key point of liaison with the external payroll provider.

To manage the recruitment, professional development, appraisal and training of caretakers and midday assistants.

To oversee all staff contracts and coordinate the administration of staff recruitment.

To provide members of staff with advice and guidance with regard to school financial and HR procedures and regulations.

To work as part of a team to support colleagues and contribute to the vision and ethos of the school.

To support the Head with the administrative management of Health and Safety including paperwork and filing, and ensure all risk assessments are up to date in school.

To undertake personal development to improve own practice

To assist with pupil welfare duties under the agreed system for the school to ensure the safety and welfare of pupils.

Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and external communications.

**Where the postholder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable, job redesign will be fully considered.**

## Person Specification

### Finance and Human Resources Officer

#### For this job we are looking for:

A “hands on” team player with significant experience of working in accounting and finance in a busy setting, ideally, but not necessarily, a school or other educational setting.

Knowledge and understanding of HR, recruitment and payroll processes

Sound knowledge and understanding of office management systems

Excellent IT skills and the ability to use financial management software packages or similar systems.

Knowledge and understanding of Schools Information and Data requirements and ideally of the “SIMS” system

Experience of analysing financial information and using budget monitoring procedures for monitoring income and expenditure.

Ability to analyse complex information and statistical data to produce reports and commentary using spreadsheets and databases.

Ability to keep accurate financial records and maintain an efficient filing system.

An understanding of the importance of financial regulations, and a knowledge of such regulations or an ability to learn these through training.

Effective communicator, both verbally and in writing, with an ability to relate to staff at all levels of seniority.

Good organisational skills to meet any financial deadlines as required throughout the school financial year. Ability to manage own workload and support others whilst operating to tight reporting deadlines

Willingness to be flexible and to ‘get involved’ and the ability to adapt to changing workload demands and new school challenges.

Personal commitment to continuous self-development with a willingness to attend any training courses as may be required.

*Empathy with the happy, caring, Christian culture and ethos of our school.*