



Burrough Green C of E Primary School

Finance Secretary Job Description

Job Title: Finance Secretary
School: Burrough Green CE Primary
Reports to: Headteacher
Grade: Level 3 Scale 5 point 22- 24 (£21,074 - £22,401 pro rata)
Hours per week: 33.75 hours per week

Job Purpose:

To support the school in attaining its aims and objectives by providing an effective administrative service within the establishment, and assisting the Headteacher in the preparation and monitoring of the school's budgetary provision to ensure proper accounting of all school finances. Such decisions include, planning and prioritising, allocating and organising work to ensure the smooth running of the office.

Main Responsibilities:

- Share in the corporate responsibility for the well-being of all children in the school, by undertaking regular child protection training, and following school procedures for safeguarding and risk assessment in order to protect children from harm.
- Maintain the school's Single Central Record.
- Have a greater than average need for the understanding of the importance of confidentiality and the secure handling of personal information under the terms of our data protection and information sharing policies and GDPR.
- Assist the school by maintaining good relationships, and liaising, with staff, parents, governors, the LA, contractors' representatives and external agencies in order to promote the objectives of the school.
- Provide timely and efficient financial and administrative support to the SLT.
- Maintain, operate and review efficient administrative support systems in accordance with approved criteria and resources to meet the needs of the school.
- Operate computerised Bank Account system (FMS/Bromcom) in order to manage expenditure and income on behalf of the head teacher. Undertake budget monitoring and forecasting including within Orovia.
- Advise Governors and the Headteacher on budget position and budget preparation, having an oversight of all accounts – proactively alerting the Headteacher of difficulties.
- Ensure ordering of goods and supplies and approval of invoices for payment is in accordance with financial regulations, to assist with the maintenance of budgetary commitment. Monitor quality of purchases. Seek out new suppliers to ensure value for money.

- Ensure adequate arrangements for the safe collection, accounting and banking of all monies, including online payments via Sims Agora/Bromcom in accordance with approved regulations.
- Maintain up to date SFVS records.
- Monitor payroll information, checking for accuracy and ensuring compliance with the schools pay policy.
- Support the governors to ensure the fabric of the building, furniture and fittings are maintained through liaising with “Strictly Education” (or similar property-management company). Ensure contractors meet the required standards. Arrange regular grounds maintenance.
- Operate the school’s MIS (SIMS/Bromcom), in compliance with GDPR requirements and guidelines. Maintain staff and children’s records in accordance with safeguarding and GDPR regulations.
- Monitor and report on sicknesses and absences of staff, and maintain records of CPD.
- Generate correspondence and reports of a routine nature, including the completion of forms and returns required by the LA and Department of Education.
- Manage and supervise admin staff, allocating and monitoring work as required.
- Assess training needs of admin staff and arrange training accordingly.
- Follow school policies relating to safeguarding (including Acceptable Use, E-safety, Positive Behaviour, Whistle-Blowing, and the Code of Conduct) faithfully. To act promptly to safeguard children by sharing any concerns with the Designated Safeguarding Lead.

As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description above.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher/Manager in consultation with the postholder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.