

HAMPSHIRE COUNTY COUNCIL

Data Protection Act 1998. This form will enable us to process any information you contribute to the role profiling process and will be used by Hampshire County Council evaluation panels for job evaluation purposes. At a later date, the information will also be used in other personnel areas, e.g. performance development review, induction, and training and development Processing of information includes storage of records electronically and in hard copy format. Personal data will only be made available to Hampshire County Council staff and trade union representatives involved in these processes. Any data required for statistical/research purposes will be depersonalised.

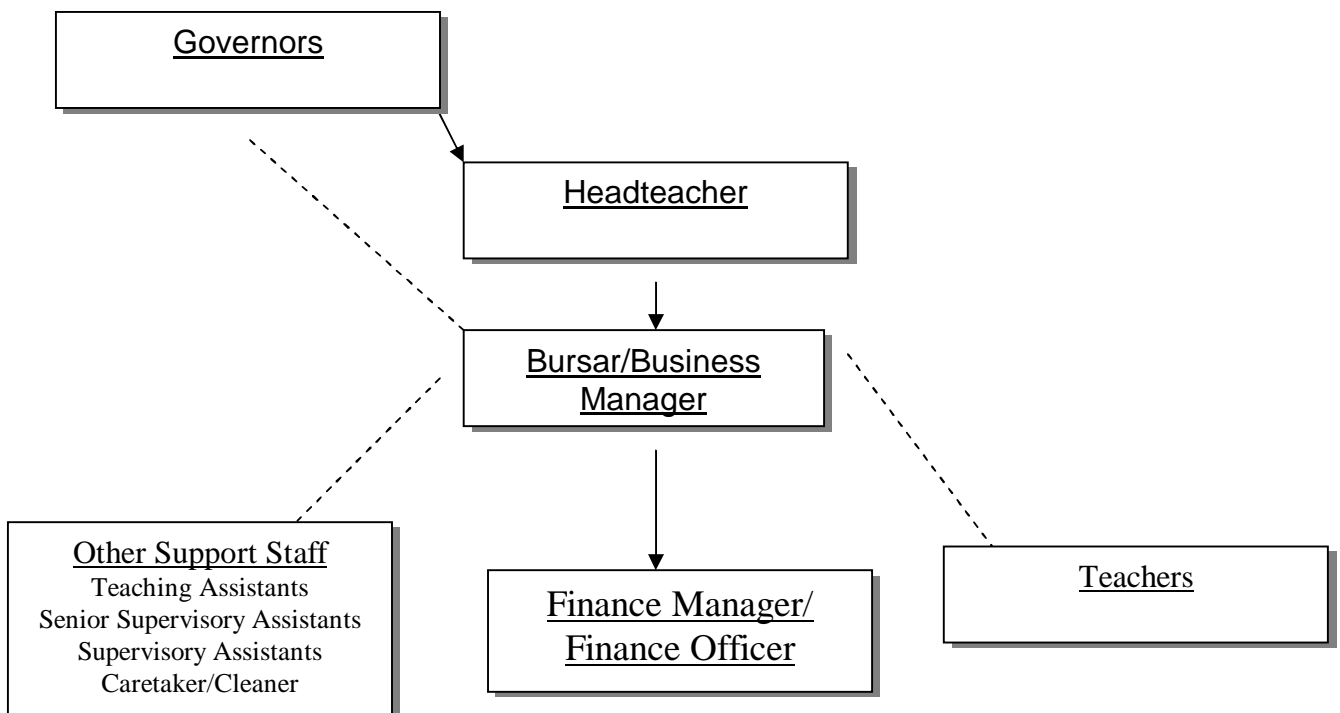
ROLE PROFILE FORM

Section A

Role Profile Ref:	02012
Department/Section:	Education (Schools)
Role Title:	Finance Manager/Finance Officer
Reports To - (Supervisor/manager's role title) :	Headteacher (or Bursar/Business Manager)
Role Purpose: (why the role exists)	To provide financial planning, systems, monitoring and control and administrative support to meet the needs of the school

Section B Organisation

Please provide a simple line drawing indicating where the role sits within the organisation in the box below. (See guidance notes with regard to the use of formal organisation charts).



Section C

ROLE REQUIREMENTS

This involves identifying the most significant responsibilities of the role. Accountability statements are key functions of the role which in combination make up the main purpose.

Accountabilities	Accountability Statements	% of Time
Financial Accounting	<ul style="list-style-type: none"> • Support the Headteacher (or Bursar/Business Manager where such a post has responsibility for financial matters in the school) in preparing, managing & monitoring the annually allocated budget • Ensure that the school's financial policies and procedures are consistent with the requirements of the Governors, HCC and auditors • Manage the day to day operation of finance • Prepare forecasts of income and expenditure and communicate timetable of financial and management accounts • Prepare regular, standard financial accounting reports for the Headteacher, Bursar/Business Manager and Governors • Keep records and analyse information relating to allocations, apportionment and absorption of overhead costs, income (sales) against the budgets • Process and account for goods and services supplied on credit • Calculate, check and authorise payments i.e. accounts, wage claims and travel claims and forward for payment • Collect, reconcile, and calculate all cash, receipts and payments and prepare cash for banking • Assist with the overview of the tendering exercise and make recommendations on which contractors to engage • Make purchasing recommendations and administer invoicing and payment arrangements for the ordering or hiring of goods and services in line with school policies • Advise on requisitioning procedures including guidance on best value suppliers and ensure cost effectiveness for the school in the provision of goods and services • Administer the unofficial funds and prepare year end accounts for auditing • Produce accounts for petty cash records and bank payments received • Ensure all qualifying grants are accessed with the correct paperwork 	65%

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	<ul style="list-style-type: none"> • Provide advice and support to budget holders on monitoring of budgets for which they are responsible • Liaise with other staff on financial and administrative aspects of their work • Attend meetings with Headteacher, Bursar/Business Manager and Chair of Finance to discuss agenda items and preparation for each Governors' Finance Committee. • Attend Finance Committee in advisory capacity, as required • Arrange for the appropriate maintenance or repair of schools equipment or tools. • Attend SMT meetings, as required, to advise on financial and administrative matters, 	
<p>Customer Service</p> <p>Administration</p>	<ul style="list-style-type: none"> • Provide hospitality as and when required • Answer the telephone, and receive visitors to the school and answer enquiries where required • Record all staff absences and ensures claims for reimbursement are completed promptly • Supply information for a specific purpose eg VAT records, identifying and accessing relevant data • Maintain and control the school's inventory and carry out annual stock take • Process appropriate HR forms to generate staff pay and changes to terms and conditions • Process all routine aspects of teaching and support staff appointments 	<p>5%</p> <p>10%</p>

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<p>ICT</p> <p>Staff Management (where this is a feature of the role)</p>	<ul style="list-style-type: none"> • Hold overall responsibility of financial systems (where the school does not have a Bursar) and databases, inputting and extracting data and producing statistical returns as required by HCC, School, Governors and the DfE. Set up and maintaining accurate personnel databases • Administer the staff salary database and ensure integrity of data • Produce spreadsheets as and when required <ul style="list-style-type: none"> ▪ Supervise, develop and appraise office staff for whom directly responsible ▪ Assist with the appointment of new staff ▪ Carry out the induction of new staff for whom directly responsible 	<p>10%</p> <p>5%</p>
<p>Corporate and statutory initiatives - equalities/health and safety/e-government/sustainability</p>	<ul style="list-style-type: none"> • Complying with relevant legislation e.g. Health & Safety and Fire Regulations. • Complying with HCC Financial regulations and standing orders 	<p>5%</p>
<p><u>Section D</u> -The key decision making areas in the role</p>		
<p>Budget Planning with Headteacher or Bursar/Business Manager (makes recommendations and prepares budget / monitors spending)</p> <p>Purchasing/choosing suppliers (recommends suppliers, seeks best practice/best value on products and services and makes recommendations)</p> <p>Stock Control i.e stationery (monitors levels of stock and maintaining supplies by deciding when to place orders)</p> <p>Responsible for cash and payments and system security</p> <p>General Office service procedures – (makes recommendations/acts upon)</p> <p>Produce bids for extra funding for the school</p> <p>Staff Management- where the post has such a responsibility (decides but refers to Headteacher or Bursar/Business Manager for further advice and feedback)</p>		

Section E - The role dimensions - financial (e.g. budgets) and non-financial (e.g. units, workload, customers/staff)

School Budget amounts would be dependent on size and number on the school roll - up to £4m

No of Teachers/support staff depends on size of school

Financial responsibility including cash handling and banking large sums of money

Authorised signatory

NB Areas of responsibility will vary with school size.

Section F - The main contacts – external/internal customer contacts and purpose

Internal contacts –

- Headteacher or Bursar/Business Manager (daily to discuss work priorities)
- All staff; (regular to discuss financial queries and seeking guidance on completion of forms, claims etc., exchange information)
- Governors (regular)- involvement with Finance Committee.
- Pupils – SIMS, Residential & Educational visits, transport, telephone calls
- HCC Depts- Finance, Payroll, Audit- (regular- processing documents, exchanging information, seeking resolution of problems)

External contacts

- OFSTED – intensive every 5/6 years
- Parents –School Association, Fundraising
- Community – regular to arrange “Lettings” or generally establishing partnership with the local community
- Auditors – thematic reviews at irregular intervals

Section G - Working conditions – environment, and physical effort or strain.

Noxious substances e.g. photocopiers/toners

Section H - Context/additional information

Deficit budgets can not be set and to be avoided by effective monitoring

PROGRESSION IN ROLE

Section I - Entry: Necessary role-related knowledge, skills and experience at selection

- Educated to GCSE level standard or equivalent with 5 passes including English and Maths at Grade C or above
- Desirable- part qualified (or studying) AAT (Accounting Technician)
- Competent user of Word and Excel
- Experience of office systems
- 1-2 years financial experience
- Experience in budget monitoring and forecasting,
- Understanding of requisition procedures, arranging and processing payments and keeping accurate records
- Understanding of financial regulations and procedures
- Experience of effectively supervising staff, where this is a requirement of the post
- Familiar with Financial accounting system and demonstrates sound financial management
- Effective written and oral communication skills
- Ability to develop and maintain efficient administrative systems
- Capable of working on own initiative and able to prioritise workload
- Good Organisational skills
- Good communicator
- Keyboarding skills/ knowledge of MS Office/Excel/Financial software/databases

Section J – Initial induction/training required to become effective in the role

- Familiar with terms and conditions of employment
- Familiar with the Schools/Councils office, equipment, telephone and computer systems
- Confident in dealing with telephone enquiries
- Knowledge of and ability to develop skills in use of Schools Information Management System primary modules
- Experience of Hampshire County Council's financial system
- Aware of education organisation staffing structures and immediate contacts
- Knowledge of School's and Council's policies and procedures
- Good working knowledge of council's corporate financial management systems and internal control procedures
- Familiar and understanding of financial accounting processes operated by the school
- Familiar with common coding and cost structures
- Awareness of payroll processes
- Knowledge of Health and Safety/Security regulations and procedures

Section K – Operationally effective: How would effectiveness in role be demonstrated?

- Able to conduct and fully aware of Audit standards and requirements (without supervision)
- Familiar with school's budget and spending (without supervision)
- Familiar with statutory and legislative issues governing transaction processing i.e. performance and cost reports (without supervision)
- Understanding of business plans, goals and measures (with others)
- Become competent in basic financial accounting costs and management (without supervision)
- Able to manage effectively support staff in the school (where appropriate)
- Able to present and explain financial information to non-specialists
- Networking with other schools, sharing good working practices and learning

Section L - Adding value: What characteristics will the advanced role holder demonstrate?

- Making decisions on the engagement of contractors etc
- Attainment of recognised and relevant qualifications
- Able to generate additional income for the schools through sponsorship etc.