

## Thurton Church of England VC Primary School

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Headteacher: Mrs Cassandra Williams

### **Finance Officer T23 GR9031 - Scale E**

20 hours per week, term time + 2 weeks

The exact days can be negotiated with the administrative assistant to ensure coverage of the office between 8.15 and 4.15. Currently the working structure is: Tuesday 8.15 – 4.15 (30 minutes lunch break), Wednesday 8.15 – 1.15 and Friday 8.15-4.15 (30 minute lunch break)

Commencement date: as soon as possible after interview (maximum four weeks).

Our amazing finance officer has got herself a promotion to a job closer to home and we now require someone to fill her big boots! Thurton Church of England VC Primary School is a thriving Outstanding (Ofsted 2015) highly subscribed school only 10 minutes south of Norwich. We have a fantastic team of staff where everyone gets on, we laugh daily and are a true team. We are looking for someone who can provide a welcoming first point of contact for families and visitors. You will need to be someone who is reliable and friendly, with a high level of professional skills, confidentiality and the ability to work independently.

This post is for a finance officer to work 20 hours per week, to take responsibility for controlling the schools financial systems, while also ensuring they support the management of the school.

We would prefer candidates who currently or have recently worked in a school office and have an understanding of the schools financial value standard (SFVS) and management information systems such as SIM's, E1 or Pupil Asset. A working knowledge of star accounts and school budget planner is highly desirable, however, training is available if required.

A very good understanding of accounting is essential.

Educationally, we expect:

- a minimum of a NVQ 3 or equivalent qualification
- GCSE (C grade) in Maths and English,
- ICT literate with a good understanding of Excel and Word.

Applications by email to [office@thurton.norfolk.sch.uk](mailto:office@thurton.norfolk.sch.uk) are encouraged.

Further details are on the school website <http://www.thurton.norfolk.sch.uk/about-us/letters>.

Application forms can be downloaded from [www.norfolk.gov.uk/schooljobs](http://www.norfolk.gov.uk/schooljobs) . Unfortunately we are unable to accept CV's for this post.

Closing date: Friday 18<sup>th</sup> December 3pm

We take the safety and welfare of our children very seriously and we will take up references and require an enhanced DBS check. Thurton Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

<b>Job Title</b>	Finance Officer (T23)
<b>Location</b>	<b>Thurton Church of England Primary School</b>
<b>GR Number</b>	GR9031
<b>Grade</b>	Scale E
<b>Responsible to</b>	Headteacher
<b>Responsible for</b>	Where applicable, responsible for clerical staff.
<b>Effective Date</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 in a manner which satisfies the requirements of accountability and financial control.</li> </ul>
<b>Context</b>	Job family: Administration
<b>Other Job Information</b>	Liaises directly with Education Financial Services and external providers of services (e.g. Finance, ICT, Contract Management, Personnel or Payroll).

<b>Principal Accountabilities (in order of importance)</b>
<ol style="list-style-type: none"> <li>1. Assist in identifying and reporting major variances and the reasons for such variances.</li> <li>2. Responsible for implementing the following and ensuring that each task is carried out as defined in corresponding procedures: <ol style="list-style-type: none"> <li>a. raising orders for goods, supplies and services;</li> <li>b. producing open commitment reports;</li> <li>c. raising cheques for approved payments;</li> <li>d. ensuring that all payments are properly approved;</li> <li>e. using LMS or cash accounts financial systems;</li> <li>f. maintaining all data records relating to income and expenditure;</li> <li>g. budget reconciliation, as directed;</li> <li>h. producing, as directed, ad hoc reports, including financial or management reports for the school's governing body;</li> <li>i. accounting for all expenditure;</li> <li>j. recording, accounting and banking unofficial funds;</li> <li>k. accounting for and banking all income, including dinner money collected;</li> <li>l. maintaining dinner registers.</li> </ol> </li> <li>3. Ensure that the central finance system is maintained and used to record all financial and accounting data.</li> <li>4. Ensure that all properly authorised expenditure is routinely checked for accuracy and to safeguard against error.</li> <li>5. Monitor, as directed, supplier delivery of goods, products and services and report inconsistency with agreed specification, cost or timescales.</li> <li>6. Maintain, as directed, an inventory of assets so that the acquisition and disposal of assets is accounted for.</li> <li>7. As directed, set up and maintain school accounts in accordance with operational and information systems procedures.</li> <li>8. Ensure, as directed, that management or financial information is routinely produced at agreed intervals.</li> <li>9. Maintain current awareness of relevant support service procedures.</li> <li>10. Provide, as directed, administrative support appropriate to the needs of the school.</li> <li>11. To undertake any other duties that are within the grade and scope of the post as determined by the manager/supervisor.</li> </ol>

<b>Person Specification</b>		
This should describe the qualifications, experience, skills and knowledge which are essential to do the job to a fully competent level.		
	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	NVQ 3 or equivalent qualification or experience in relevant discipline.  Good numeracy/literacy skills. GCSE (or equivalent) in Maths and English.  ICT literate with excellent keyboard skills.	Degree
<b>Experience</b>	Good experience in supporting financial and administrative services that assist the management and control of financial resources.  Good experience of maintaining computerised records and systems.	Experience in a school Understanding of SIM's, EI or another MIS system for schools.
<b>Skills/Knowledge</b>	Able to work as a member of a team dedicated to delivering comprehensive support services.  Able to contribute effectively to deliver services in a manner that complies with regulatory requirements.  Good knowledge of relevant policies/standards/regulatory matters.	

	Effective use of ICT.	
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	Able to relate to and assist school staff at all levels.	
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**General Information**

- The job descriptions details the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes of the job
- All work performed/duties undertaken must be carried out in accordance with relevant County Council, department and school's policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.
- Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.