

Education School Support Team

JOB TITLE: Support Officer (Finance)

REPORTS TO: Finance Manager

GRADE: Pay band 5

SUPERVISES: Not Applicable

JOB PURPOSE:

To record all financial transactions, collect and process all monies received from pupils and banking. Assist in the control of the financial administration of the School.

Work under own initiative to ensure workload is prioritised and efficiently completed.

KEY ACCOUNTABILITIES

To actively promote the School's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place

To maintain awareness of and commitment to the School's Equal Opportunity Policies in relation to both employment and service delivery

To fully comply with the Health and Safety at Work Act 1974 etc, the School's Health and Safety Policy and all locally agreed safe methods of work

At the discretion of the Head Teacher, such other activities as may from time to time be agreed consistent with the nature of the job described above

To work with colleagues to achieve service plan objectives and targets

To participate in Employee Development schemes and Performance Management and contribute to the identification of own team development needs

PRINCIPAL RESPONSIBILITIES/DUTIES

- Maintain accounts in accordance with sound financial practices, which meet the requirements of the School and the Portsmouth City Council Internal Audit Team.
- Collect, bank and account for monies. Organise the timely processing and settlement of invoices and maintain financial accounts.
- Ensure that all income and expenditure is accounted for and is recorded in the appropriate allocation.
- Produce financial reports, including all accounts, as required by the Council's Finance Department under the direction of the Finance Manager.
- Operation of the School Main Account accounting system, including maintenance of all accounting entries and the issue of financial reports to the account holders, Finance Manager and auditors.
- Process requisitions and orders, ensuring proper financial control of the purchasing process in accordance with agreed procedures. To be responsible for the ordering and control of the stationery and related stock of administrative consumables
- Provide secretarial, clerical and word processing support ensuring accuracy and confidentiality at all times.
- To answer and direct telephone enquiries from staff, pupils, parents and the general public.
- Provide administrative support, e.g. photocopying, typing, filing, collation of pupil reports, receiving deliveries.

- Report student and school issues in line with the School's policies for health and safety, child protection, behaviour management etc.
- Attend meetings and training sessions as required.
- Be involved in extra curricular activities, e.g. open days, presentation evenings