

School Finance Team - Support Officer (Schools)

The post holder reports to the Head of School Finance. The role requires working with a wide variety of contacts: school and academy support staff on site; local authority staff, Manchester and Trafford Council's 'Schools and Education Finance staff; Internal Audit, other external agencies and professional and public bodies.

Role and Responsibilities

- to provide on-site absence cover to schools and academies for administration staff
- to work with the SLT on budget management
- payroll processes and reconciliation
- accounts payable and receivable processes and reconciliation
- bank and charge card reconciliation
- payment processing
- to assist with health and safety issues
- to assist with asset management including premises
- recording, banking, recording and reconciliation of cashless systems

Primary duties

- to support the Head of Service with activities relating to the development and implementation of the service's objectives and plans
- ensure the accurate ongoing maintenance of the school financial ledger and completion of month end and year end procedures, leading to the prompt and accurate production of the school's management and financial accounts
- ensure that accurate, timely and effective reconciliations between the school general ledger and other financial information systems are completed
- to provide timely interpretation and advice on new financial regulations, accounting developments and legislation to schools and academies
- to prepare specific school statutory returns
- To prepare reports, briefing notes and working documents for committee meetings, working groups, outside bodies and other stakeholders, as required
- to develop effective relationships with senior officers in schools, budget holders, project officers, departmental and corporate finance staff and provide accurate and timely financial information, advice and support in all aspects of financial management.

- to identify, review and improve the information and advice provided to school senior managers, budget holders and project managers
- to take a key role in the implementation of budgetary and financial initiatives as required
- to contribute to all activities aimed at ensuring a high-quality service is provided
- to provide input into the development, design and review of financial procedures, manuals and systems to maximise productivity and quality of output, ensuring that both customer schools' and One Education's needs are identified and met
- to participate in the provision of One Education training programmes to ensure all training and development needs in relation to financial management are identified, met and continuously reviewed
- to participate in continuous professional development activities

Specific targets

- to maximise the potential of the job role by ensuring that all relevant training and development, including on the job training is successful and effectively utilised within the job role. This will be achieved by providing ongoing support days for allocated schools and attending relevant in-house training for Access Education and in-house and external training for FMS6 and attending all in-house training sessions for internal systems
- with the support and assistance of the Head of Service where required, assist in developing a strategy to gain new business in relation to Schools and Academies to achieve additional sales revenue for the service
- networking with different services within One Education to be able to actively promote other services to schools