

Kisharon Noé School
Finance Officer – Job Description and Person Specification

Responsible to:	School Business Manager
Salary:	FTE £26,000 – £29,000 pro rata (£18,200 to £20,300 actual salary) DOE
Hours/week:	26.25
Weeks/year:	52

Main Purpose of Role

The purpose of this role is to provide an effective financial and administrative support service to the School Business Manager, Senior Leadership Team and Trustee Body, to support the efficient conduct of the school's finance processes and the smooth running of the school in this secondment position.

The postholder will be responsible for all day-to-day finance-related school activities, including adhering to robust financial processes, ordering and making of payments, tracking of income, administration of the school's payroll and pension schemes, and preparing financial information for reporting purposes.

About Kisharon Noé School

Kisharon Noé School is a special free school with a Jewish ethos for students aged 4 – 19.

Our vision

Every child and young person with any learning disability reaches their full potential, maximises their independence and leads a fulfilling life in the community that they want to.

Our mission

- *We foster a strong and inclusive Jewish ethos that guides teaching and learning throughout the school, and welcomes students from all backgrounds*
- *We provide a safe, supportive and stimulating learning environment*
- *We nurture the innate gifts and talents – the “kisharon” – of each of our students*
- *We create personalised and cross-curricular learning journeys for our students*
- *We offer a range of therapies to enhance our students' learning*
- *We teach skills to build our students' confidence, equip them for life beyond school, connect them with high quality adult services, and prepare them for taking an active part in the community*

Our school is based in Hendon on a brand new, state-of-the-art £13.5 million campus. The school currently has 48 students, with capacity for 72 which we will reach over the next three years.

The school caters for pupils with a wide range of educational needs, from moderate learning difficulties and autistic spectrum disorders to more severe and profound learning difficulties, as well as physical disabilities.

Finance Officer – Role and Responsibilities

This is a new role at the school, with the role likely to evolve over time. The Finance Officer will also support with administration duties. Key responsibilities include, but are not limited to, those set out in the following list.

Administering of robust financial processes

- Day to day financial administration including in relation to the school's finance system, invoice processing, month-end, petty cash etc.
- Ensure compliance with internal controls on a day-to-day basis
- Monitor and evaluate the value for money of day-to-day expenditure
- Support the tendering and management of school contracts, ensuring that services are high quality and value for money

Ordering and making of payments

- Process orders for goods and services
- Oversee an effective method for checking and cataloguing delivered goods and services, and returning unwanted items
- Process invoices and corresponding payments against the correct budget, checking for accuracy on receipt of goods and dealing with queries from suppliers
- Oversee the coding of invoices with the correct expenditure code, logging them on the school's financial system and distributing to budget holders for authorisation
- Coordinate submission of utility readings

Tracking income

- Manage the collection, recording, reconciliation and banking of monies
- Produce and submit monthly VAT reclaim statements to HMRC
- Track, manage and acknowledge receipt of donations to the school
- Track and manage receipt of the Educational Supplement, including administration of gift aid forms and claims
- Manage receipt of Pupil Premium and Sport Grant funding, and any other educational grants
- Petty cash responsibilities
- Taking of cash and/or monitoring of parental payments into the school through the cashless system

Administration of the payroll and pension schemes

- Prepare payroll information – including contract variations, adjustments, starters/leavers, pension contributions, tax – on a monthly basis
- Assist the payroll manager with queries
- Liaise with HMRC on school PAYE-related matters including IR35 matters
- Administer and manage the school's obligations vis-à-vis the pension schemes of its staff
- Execute internal audit processes as directed by the SBM that allow for 'separation of duties' eg monthly Payroll checking

Preparing financial information

- Assist the Business Manager in reviewing financial performance against the school budget
- Supply information to the Business Manager for preparation of monthly management accounts
- Account for expenditure of Pupil Premium and Sport Grant funding, and any other educational grants
- Produce information as required by auditors and answer queries which may arise

Other

- Be the point of liaison with Companies House and the Charity Commission, ensuring that the school's governance details are up-to-date
- Manage the financial aspects of school events and trips
- Support writing of bids for funding applications

- Provide cover for school support staff, when needed and where appropriate – e.g. lunch duties, and reception cover

Data protection

- Be aware of the school's responsibilities under the Data Protection Act 2018 for the security, accuracy and relevance of personal data held, and ensure that all administrative and financial processes comply with these
- Maintain data records and archive systems in accordance with school policy and statutory requirements

Safeguarding and child protection

- Be fully aware of and understand duties and responsibilities arising from the Children's Act 2004 and Keeping Children Safe in Education 2020 in relation to child protection and safeguarding children and young people, as this applies to the role within the school
- Be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the role
- Ensure that the Designated Safeguarding Lead is made aware and kept fully informed of any concerns which the postholder may have in relation to safeguarding and/or child protection

Expectations of staff at Kisharon Noé School

- Promote an environment that safeguards and protects pupils and when necessary take responsibility for ensuring the appropriate child protection procedures are followed
- Report to members of the senior leadership team any concerns which arise through contact with children in line with the school's 'anti bullying' and 'child protection' policies.
- Be familiar with and uphold safeguarding requirements and safer recruitment processes as outlined in the document [*Keeping Children Safe in Education*](#), and comply with its requirements to safeguard and protect the welfare of children and young people
- Support the vision, mission and ethos of the school
- Maintain high professional standards of attendance, punctuality, appearance and conduct
- Ensure positive courteous relations with pupils, parents and colleagues
- Attend whole school meetings, Inset days and staff development sessions as required.
- Participate in professional development activities – both self-directed and as directed by the Senior Leadership Team
- Participate actively in a range of school activities
- Have a good understanding of H&S regulations and take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omission
- Demonstrate commitment to promoting the principles of equality, diversity and inclusion
- Uphold their responsibilities in line with the General Data Protection Regulation and Data Protection Act
- Undertake any other reasonable duties as requested by the Headteacher

This Job Description is not necessarily a comprehensive definition of the post; duties may change to meet the evolving needs of the school. The description may be reviewed at intervals and be subject to modification at any time after consultation with the post holder.

Finance Officer – Person Specification

Criteria	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none"> • Education to GCSE-level, including Maths and English (or equivalent) 	<ul style="list-style-type: none"> • Relevant professional qualification in accounting/finance
Experience	<ul style="list-style-type: none"> • Working in an office environment, preferably of a school • Providing effective financial support and administration • Bookkeeping and financial reporting • Operating computerised financial systems • Developing and managing financial systems 	<ul style="list-style-type: none"> • Financial administration within an educational setting • Working in a regulated environment
Skills and knowledge	<ul style="list-style-type: none"> • Ability to build effective working relationships with a wide range of people • Highly effective communication and interpersonal skills • Excellent numeracy skills • Good data analysis skills • Good literacy skills • Excellent attention to detail • Ability to work independently and as part of a small office team • Good organisation skills, ability to multi-task, prioritise effectively and work to tight deadlines • Competent use of IT packages, including Microsoft Office and financial management systems 	<ul style="list-style-type: none"> • Working knowledge of FMS Financial Management
Personal qualities	<ul style="list-style-type: none"> • Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils • Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school • Commitment to providing a responsive and supportive service • Commitment to constantly seek ways of improving this service • Ability to work flexibly under pressure and prioritise effectively • Commitment to maintaining confidentiality • Commitment to safeguarding • Champions equality, diversity and inclusion • Embraces change 	

KISHARON BUSINESS ENTERPRISE LIMITED AND KISHARON NOÉ SCHOOL ARE COMMITTED TO SAFEGUARDING THE WELFARE OF CHILDREN AND VULNERABLE ADULTS AND EXPECTS ALL STAFF TO SHARE THIS COMMITMENT.

This job description has been received and agreed by:

Name of postholder: _____ **Signature:** _____ **Date:** _____