

HARDENHUIISH SCHOOL

"A High Performing Academy"



Job Description & Person Specification

Job title	Deputy Finance Manager
Hours of work	18.5 hours per week all year and including a pro rata holiday entitlement The working pattern will be negotiated with the successful candidate
Employment status	Permanent part-time
Grade	Grade G, spinal points 12 to 14
Annual salary	£11.41 to £12.35 per hour
Actual annual salary	£11,010 to £11,918

Safeguarding children, young people and vulnerable adults

Hardenhuish School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Job Purpose

To share the responsibility of supporting the Finance Manager in the financial procedures relating to the School's Main Bank Account, payroll and departmental budgets.

Responsible to

Finance Manager and Business Manager, who has overall responsibility for all support staff.

Responsible for

To undertake procedures to support the accurate and efficient expenditure of the school.

Contacts

The post holder will work closely with members of the School's Finance team, HR Manager, members of the Leadership Team, Curriculum Leaders, teaching and support staff across the workforce, outside agencies and pupils/students.

Primary Key Tasks related to the expenditure of the school:

- Organise the payment of creditors for the Main School Account on a weekly basis using BACS on the SIMS finance software
- Control and balance the petty cash
- Check orders received into school against delivery notes and investigate any discrepancies. Advise members of the site team where to deliver goods
- Maintain the equipment register, liaising with Curriculum Leaders and various departments to ensure records are correct
- Analyse statements from suppliers and investigate unidentified items
- Deal with queries from teachers, suppliers etc quickly and professionally
- Deputise for Finance Manager in her absence as required
- Respond appropriately to pupil requests e.g. temporary smart cards etc

Secondary Key Tasks related to the Payroll:

- In conjunction with the Finance Manager, administer the payroll process
- Together with the Finance Manager prepare schedules and enter payments on the Sage Payroll software
- Process the payroll details onto an excel spreadsheet and from there onto the SIMS Finance software
- Raise cheques to outside agencies for pensions, PAYE and other deductions
- Process BACS payments

Other Duties

This job description is intended as a guide to the general duties required of the post. The postholder may be required to undertake training and perform duties other than those given in the job description. The duties and responsibilities attached to posts may vary from time to time. Such variations are a common occurrence and would not justify the re-evaluation of a post. Where a permanent and substantial change in the duties and responsibilities occurs, then the post would be eligible for re-evaluation.

Disclosure and Barring Service

The nature of the work requires that the postholder has undergone checks by the Disclosure and Barring Service and has enhanced clearance.

Equal Opportunities

All employees have a responsibility to understand and abide by the obligations laid down in the school's equal opportunities policies.

Health and Safety

All employees have responsibility for their own health and safety and for that of others who may be affected by their acts, or omissions. Staff are required to adhere to all health and safety regulations, guidance and procedures at all times.

Data Protection

All employees of the School are expected to conform to Data Protection legislation and only divulge confidential information of any sort, in relation to the School's business, to authorised third parties, in accordance with the current pertaining Data Protection Policy, Freedom of Information Policy and Security of Information Policy, all of which are available on the School's website and will be issued to you in September. All staff are required to read these policies annually and to adhere to them.

The closing date is: 8.30am on Thursday 19 September 2019

Interviews: Will be held within a week of the closing date

Person Specification

Qualifications	Essential	Desirable
At least 5 GCSEs or equivalent at C grade or above to include English and Maths	•	
Minimum A-level or Level 3 qualifications		•
Relevant accounting/book-keeping qualifications		•
Experience	Essential	Desirable
Competent in the use of Word and Excel	•	
Experience of accounting/book-keeping	•	
SIMS finance software package		•
Experience of processing payroll		•
Experience of working in at least one primary or secondary school		•
Personal Qualities	Essential	Desirable
Possess honesty and integrity	•	
Pay close attention to detail and have a high accuracy rate, particularly numerical data	•	
Be able to work within a close-knit team	•	
Organised and efficient	•	
Ability to work under pressure, prioritise and meet deadlines	•	
Possess excellent verbal and written communication skills	•	
Employ discretion and demonstrate a clear understanding of and respect for confidentiality	•	
Ability to use own initiative	•	
Enjoy working within an education setting	•	
Positive attitude to personal development and continuous professional development	•	
A friendly disposition and good sense of humour	•	
Smart appearance	•	