



FCJ PRIMARY SCHOOL

Finance Officer Job Description

CORE PURPOSE

The post-holder will undertake all financial duties required for the smooth running of the day-to-day operations of the school. The Finance Officer will support the School Business Manager and Senior Leadership Team (SLT) in decision-making matters that require financial input and information.

This job description may be amended at any time, following consultation between the Headteacher and the post-holder.

TERMS, CONDITIONS AND SALARY

- This is a permanent position.
- It is a term time contract plus one additional week, which will need to be worked during the school holidays (part of which must be worked in August). There will need to be flexibility of timing, to ensure that payroll, calling of fees and financial year end obligations are met.
- The salary for this position is dependent on qualifications and relevant experience.

DUTIES AND RESPONSIBILITIES

Support Role:

- To support the School Business Manager in the provision of a comprehensive administrative support service to the school in line with Governing Body policies and the school's distinctive Catholic ethos.
- To assist in non-curriculum-based policy development
- To contribute to the investigation of new and innovative technologies
- To support in delivering effective and efficient systems for human resources, finance and resources and premises management.

FINANCE

Payroll

- Ensure the timely and accurate payment of all staff each month.
- Update payroll records to reflect pay scale updates, grade increments, annual leave entitlement updates, sick pay adjustments, as appropriate.

- Reconcile time sheets (Holiday and Extended Day Care staff) to contractual hours and pay.
- Ensure that pension returns are submitted accurately to the Government of Jersey (JTSF) and private pension provider(s), and that contributions are paid according to the prescribed deadlines.
- Admit all eligible staff to the relevant pension scheme and then provide appropriate paperwork upon exiting the scheme.
- Submit the Combined Employer's Return each month and ensure that the corresponding social security and ITIS payments are made before the deadline.
- Provide all staff with a payslip each month and an annual statement, reflecting any changes.
- Respond to any queries relating to payroll, pension, social security and/or tax.
- Ensure that the school's payroll software accurately reflects any legislative updates.
- Enter all payroll transactions into the school's accounting system.
- Calculate Parental Leave entitlement and liaise with the relevant staff member(s) to explain the calculation.

Fees

- Liaise with the Admissions Team regarding the receipt of administration fees for new applications and the receipt of deposits.
- Update Direct Debit templates within the banking system and process the collection of school fees, in line with the payment pattern agreed with the parents, offsetting deposits as appropriate.
- Reconcile Direct Debit collections with bank statements and liaising with parents regarding any lapsed payments. Chase any outstanding fees, including legacy debts.
- Liaise with parents and Finance Governor regarding any requests for Bursary / Financial Assistance requests. Update payment plans as appropriate.
- Update fee letters that are sent to all parents annually.
- Update individual recurring transactions within accounting system to reflect all fee collection patterns.

Budgets and Financial Information

- In conjunction with the Finance Governor, prepare annual budget, financial forecasts, and ongoing cash flow management reports. and other management reports.
- Provide pupil number projections, vis a vis fee level reviews.
- Attend Board meetings, as required.
- Prepare financial statements, providing all the supporting documentation for the external auditors and respond to their queries, ensuring the timely conclusion of the audit process.
- Maintain the Fixed Asset Register.
- Submit annual GST Return, providing all supporting documentation as required.
- Reconcile all bank accounts and credit card payments on a weekly basis.

- Post all journals, including petty cash, receipts, payments, accruals and prepayments, to the accounting system.
- Post creditor invoices, ensuring timely payment.
- Chase old debts, taking legal action if necessary.
- Update the school's Financial Policy and Procedures as appropriate.
- Provide CYPES with all financial information requested in accordance with the SLA underpinning the school's grant allocation.
- Liaise with the NEF department regarding receipts and amounts due.
- Attend Governor Meetings. Produce quarterly reports for inclusion at these meetings, as required.
- Place available cash reserves on deposit and maintain bank mandates.
- Ensure all supporting documentation is scanned to the accounting system.
- Provide and advise teaching staff with financial reports / costings for school trips.
- Review and update Holiday Club charge out rates, as appropriate.
- Input all pricing and payment facilities in the school's software communication platform (currently ParentMail).

Insurance

- Liaise with the school's insurance brokers, ensuring that all appropriate insurances are in place and renewed, updating the SLT and Governors accordingly. Implement approved insurances and handle claims as necessary.

WHOLE SCHOOL ADMINISTRATION

Admin Support

- Together with the School Business Manager and the administration team, ensure pupil records are maintained, and that statutory and statistical returns are completed in a timely manner.
- Assist as appropriate with the preparation and completion of School Workforce Census.
- Support the HR Manager with staff training requests and evaluation forms.
- Minute meetings as required, some evening meetings.
- Timely completion and submission of the school's charitable returns.
- Liaison with the PSA, providing support as needed.
- Post holders will be accountable for carrying out all duties and responsibilities with due regard to the school and Government's Equal Opportunities Policy.
- Duties which include processing of any personal data, must be undertaken within the Data Protection Guidelines (Data Protection (Jersey) Law 2018). Ensure timely completion of the annual Data Protection Renewal process.
- General administrative assistance, including overflow telephone switchboard.
- Any other duties and responsibilities within the range for the salary grade.

The postholder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

The postholder's responsibility for promoting and safeguarding the welfare of children and young persons for who he/she is responsible, or with whom he/she comes into contact, will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the role, the postholder becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns to the School's Designated Safeguarding Leads or to the Headteacher.

Accountable to: School Business Manager and Headteacher.