

Job Description Schools Finance Officer

Service:	Financial Management: Development and Schools	Team:	Schools Finance Team
Location:	County Hall, Preston (All staff currently work from home, but the office base is County Hall, Preston. You may be required to work from other locations)		
Salary range:	£32,061 - £36,363	Grade:	7
Reports to:	Accountant – Statutory/Commercial	Staff responsible for:	0

Job Purpose
The main purpose of the post is to assist in the statutory and traded financial functions of the county council relating to school funding.
Accountabilities/Responsibilities
<p>This role has the following, but not limited to, responsibilities / accountabilities:</p> <ul style="list-style-type: none"> • To deliver a range of financial monitoring, reconciliations and support packages for an allocation of schools in line with the Service Level Agreement. • To challenge and support business managers and school senior leadership teams to ensure a balanced budget is set and maintained. • To support the effective financial management of schools that operate their own bank account support. • To support statutory functions including, but not restricted to, year end and associated processes; processing of grant allocations/funding payments to schools; preparation of DfE returns e.g. Consistent Financial Reporting (CFR) return; and academy conversions. • Contribute to service development and improvement projects. • Other ad hoc duties appropriate to the role as required
Other
<ul style="list-style-type: none"> • Equal Opportunities We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

- **Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

- **Customer Focused**

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

Our Values

We expect all our employees to demonstrate and promote our values:

- **Supportive**

We are supportive of our customers and colleagues, recognising their contributions and making the best of their strengths to enable our communities to flourish.

- **Innovative**

We deliver the best services we possibly can, always looking for creative ways to do things better, putting the customer at the heart of our thinking, and being ambitious and focused on how we can deliver the best services now and in the future.

- **Respectful**

We treat colleagues, customers and partners with respect, listening to their views, empathising and valuing their diverse needs and perspectives, to be fair, open and honest in all that we do.

- **Collaborative**

We listen to, engage with, learn from and work with colleagues, partners and customers to help achieve the best outcomes for everyone.

Person Specification Schools Finance Officer

Your ability to meet the job requirements will initially be assessed by the information provided on your application but further assessment will be undertaken at interview and, in some cases, by using other types of assessment(s).

<p>Qualifications</p> <ul style="list-style-type: none"> • 5 GCSE's or equivalent including maths and English grade A – C (grades 9 – 4 on the new grade scale) • AAT or relevant professional or managerial qualification or equivalent is desirable but not essential
<p>Experience</p> <ul style="list-style-type: none"> • Experience and/or knowledge of school funding/school finance related work is desirable but not essential
<p>Essential knowledge, skills & abilities</p> <ul style="list-style-type: none"> • Good interpersonal skills • Good written & verbal communication skills • Good numeracy skills • Ability to use Microsoft Office products, particularly Excel and Word • Knowledge of accountancy and financial systems • Ability to effectively advise and present information to more senior staff and customers • Ability to deal with complex issues constructively • Self-motivated • Ability to work accurately whilst under pressure • Ability to work as a member of a team • Ability to work without close supervision
<p>Other essential requirements</p> <ul style="list-style-type: none"> • This is an essential car user post <i>You will be required to provide a car for use in connection with the duties of this post and must be insured for business use. In certain circumstances consideration may be given to applicants who, as a consequence of a disability, are unable to drive</i> • Commitment to equality and diversity.

- Commitment to health and safety.
- Display the LCC values and behaviours at all times and actively promote them in others.