

Job Description

Job Title	Finance Officer – Schools Support
Directorate	Finance and Resources
Service Area	Business Partnering
Grade	7
Competency Level	1
Salary	£39,513 - £44,711
Job Type	Hybrid
Location	Cunard Building
Disclosure and barring service (DBS)	Not required
Job Evaluation Ref No	A9930

Job Purpose

The main purpose of the post is to assist in the statutory financial functions of the council relating to school funding. To assist in the transformation and development of financial management service in central finance team to support the maintained schools. To ensure the delivery of financial management services to maintained schools, day nurseries and extended school provision.

Provide appropriate and detailed financial advice to schools and support to school business managers and headteachers.



Under managerial direction assist in the development of financial skills across the schools.

Directly Responsible For:

No line management responsibilities.

Directly Responsible To:

Finance Manager – Schools support

Main Areas of Responsibility:

- To support the functions of the schools' finance team in the council, including delivering a financial management service support such as budget setting, financial monitoring, reconciliations and year end work for an allocation of schools and extended provision
- To provide guidance, challenge and support business managers and Headteacher on assumptions used to set the annual budget and three-year financial planning. To assist to review scenario modelling for changes in pupil numbers and funding
- Provide systems advice and support to schools
- Support schools on Consistent Financial Reporting (CFR) transaction monitoring, including submission of the annual return to the ESFA
- Monitor schools' financial performance and identify schools going into deficit and notifying the Finance Manager (special projects)
- To ensure that information from schools is accurate and complete before upload into the Councils general ledger system
- To review and monitor bank reconciliation statements submitted by schools for completeness and compliance
- To perform reconciliation between schools and council finance information for statutory reporting at year end

- To Identify miscodes against schools accounts within SAP and input of journals into SAP for payroll corrections, VAT and any other item
- Support for external audit work and dealing with finance enquiries
- Production of upload journals for cash advances & VAT payments
- Processing Schools monthly payroll including requests from HR and journals for school based Children centres and recoupment of salary costs for extended provisions and Children centres
- Assist in the annual closure of accounts process ensuring compliance with all current statutory and professional accounting codes and financial reporting requirements
- Be an effective member of the Finance Team, participate in other working parties / groups as appropriate and deputise for other officers as necessary
- Undertake financial management training and systems support training for the finance support staff/schools business manager and other non-finance managers as appropriate
- Prepare information to be uploaded to eduhub with manager's approval
- Support schools to ensure that recommendations from Internal and External Audit, are implemented within agreed timescales
- Have an awareness of the implementation of the City Council's financial regulations and scheme for financing schools' procedures for the Finance Team and schools
- Undertake any other duties that are commensurate with the grade of the post

Supervision and Management Responsibility:

- No supervisory responsibilities

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

Physical Demands of the Job:

- The job would include using a computer and sitting at a desk for prolonged periods of time, visiting schools if necessary

Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally.
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level 1.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- Qualified/Part Qualified Accountant CCAB (preferably CIPFA); or AAT qualified or equivalent or suitable qualifying experience (A)

Experience

Essential

- Knowledge of financial software packages, enquiry packages and corporate accounting systems (A,I)
- Experience of working accurately with procedures and deadlines in a financial environment and providing advice on those procedures (A,I)
- Experience of and the ability to prepare budgets and final accounts within a framework of recognised accounting standards (A,I)
- Experience of providing budgetary control and unit cost information (A,I)
- Experience of providing financial information and advice to budget holders/non finance managers (A,I)

Desirable

- Experience of working in Local government (in particular education or schools finance)
- Ability to work in a multi-disciplinary team environment representing the finance function and with minimum levels of supervision
- Ability to manage own and others workload
- Ability to react quickly and decisively to changing work priorities

Skills/Abilities

Essential

- Excellent communication skills, both orally and in writing, particularly the ability to communicate complex financial issues to managers with a non-finance background (A,I)
- Ability to contribute to a team working environment (A,I)

Desirable

- High level of computer literacy
- Ability to analyse and evaluate data
- Ability to work accurately to deadlines

Commitment

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council