

# Job Specification

**Job Title: Finance and Operations Officer**

**Grade: G6**

**Job Evaluation Code: PR0817**

**Reporting to:  
Senior Finance Officer**

**Manager's Grade: 8**

**Location: Kettlethorpe High School**

**Service Area:**  
Schools and Lifelong Learning

**Service Directorate:**  
Children and young people

**Workstyle:**  
N/A

**Overall Purpose of the Post:**

To provide financial, Data, HR and administrative support to the school.

<b>Requirements for the post.</b>		
	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications/ Training</b>	<ul style="list-style-type: none"> <li>Evidence of accredited learning in administration and finance at NVQ Level 4 or higher</li> <li>IT qualification</li> </ul>	<p>Basic first Aid</p> <p>Basic Health and Safety</p>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Ability to use standard office software</li> <li>Knowledge of school budgets and budget setting</li> <li>Full working knowledge of relevant school policies/codes of practice and legislation</li> <li>Understanding of the need for confidentiality</li> <li>Knowledge of Data Protection and Freedom of Information Act</li> <li>General awareness of current educational issues</li> <li>packages</li> <li>How to analyse and present data in a user-friendly manner</li> <li>Understand school funding regimes and how they relate to different types of schools</li> </ul>	<p>Proven track record of developing ICT systems to improve administrative and financial systems.</p>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Working constructively as part of a team, understanding school roles and responsibilities and own position within these</li> <li>developing, design, organisation and monitoring of support systems/ procedures and policies</li> <li>Experience of cash handling, monitoring budgets and maintaining accurate records</li> <li>Substantial experience of the implementation, migration, development, management and operation of Financial Information, On-Line Payment and supporting financial systems.</li> </ul>	<ul style="list-style-type: none"> <li>Supporting Human Resource administration</li> <li>Supporting School Data administration</li> </ul>
<b>Physical Skills</b>	<ul style="list-style-type: none"> <li>Effective use of specialist ICT systems/equipment</li> <li>Excellent keyboard skills</li> </ul>	
<b>Competencies and other skills required</b>	<ul style="list-style-type: none"> <li>Ability to relate well to children and adults</li> <li>Ability to identify own training &amp; development needs in order to fully fulfil the role competently</li> <li>Seek and make use of financial</li> </ul>	

	<p>expertise of the LA</p> <ul style="list-style-type: none"><li>• Maintenance and security of confidential information in relation to school matters associated with the post</li><li>• High level organisational skills, including the ability to juggle multiple deadlines and delivery requirements</li><li>• A high level of interpersonal skills to communicate with a wide range of people and build effective working relationships</li></ul>	
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## Key Outcomes/ Activities

- Provide and co-ordinate high level administrative support to ensure smooth operation of the school.
- To assist the school in meeting their aims, objectives and outputs
- Ensure the day to day development and management of front office finance systems are accurately maintained, including data entry onto third party systems.
- Working with external agencies and securing value for money services and monitoring of all SLA's.
- Contributing to the submission of the school census
- Assist with the collection of financial and statistical data for monthly, quarterly and final returns to members of the SLT, Governors and the LA.
- Support with the administration of Payroll and staff absence systems
- Maintain files and secure records according to procedures outlined in Data Protection policies.
- Ensure that the processing of financial work associated with the school budget is undertaken in accordance with the appropriate financial regulations. .
- Monitor and audit systems, procedures and process to ensure that appropriate evidence is collected in accordance with funding requirements.
- Process invoices for payment, including arranging costs to be reimbursed to outside agencies.
- Act as a representative of the school at external events and meetings when required.
- Provide administrative support for colleagues as required, including the drafting, proof-reading and distribution of letters, emails and presentations.
- Support recruitment activities including making arrangements for interviews; arranging travel warrants; arranging printing requisitions; sending and receiving email/fax communications; processing the ordering and checking the delivery of resources.
- An expectation that the post-holder will participate fully in supervision and appraisal.
- Provide cover for other support staff when necessary.
- Any other duties as may reasonably be required by the School Business Manager/SLT

**The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.**

## Responsibility for Resources

### Employees (Supervision):

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### Financial:

- To handle cash, cheques and sundry monies
- Process orders and invoices for payment
- Reporting procedures if fraudulent activities are suspected or uncovered

### Physical:

- Responsible for the day to day management of the contents of the school safe and ensuring
- insurance limits are not breached.
- Responsible for the ordering and management of controlled financial stationary, e.g. order pads.
- Responsible for the security of, and activity on, the Purchase Card held in the postholder's
- name and the maintenance of related online purchasing accounts.
- Responsible for the security of, and activity on, the school AllPay (petty cash imprest) card held
- in the school's name.

### Customers and Clients:

Senior Leadership Team  
Teaching staff  
Support staff  
Local Authority officers  
Other schools  
Parents and Carers  
Suppliers

## Working Conditions:

Office based

## Characteristics of the post:

Employees are encouraged to participate in training activities in order to enhance their own personal development.

### The employment checks are required:

- Evidence of entitlement to work in the U.K.
- Evidence of essential qualifications – see page 1 of this job specification
- Two satisfactory references
- Confirmation of medical fitness for employment

- **Registration with appropriate bodies (where applicable)**

**The following employment checks are required for those positions which are based in a school or working with vulnerable young people and adults:**

**Evidence of a satisfactory safeguarding check e.g. DBS check at the relevant level**

Date completed: April 2026