



**WOKINGHAM
BOROUGH COUNCIL**

WOKINGHAM BOROUGH COUNCIL JOB DESCRIPTION

Job Title:	Finance and Budget Co-Ordinator	Job Ref:	
School:	Ambleside Centre	Salary:	£31,537 - £35,413 (FTE)
Reports To:	Head Teacher		£23,195 - £26,046 (actual salary)
Grade:	Grade 6 Scale 18-24		Based on Grade 6 - 30hrs
Employment Status: Permanent		Term Time only, plus 5 inset days, plus 2 weeks	
Hours of Work: 25/30hours per week - subject to negotiation			
Job Purpose To be accountable to Head Teacher and Governing Body finance committee for the financial management of the centre.			
Departmental/Team Purpose: To provide a high quality, seamless education, care and support service for families of young children and for practitioners who work with them.			
Organisation Chart: <div style="text-align: center;"><div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Head Teacher</div><div style="text-align: center;">↓</div><div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Finance and Budget Co-Ordinator</div></div>			

Scope

Financial Accountabilities

Budgets directly controlled (please state if this has been delegated to the post-holder)

Budgets monitored on day-to-day basis: YES

Staff Responsibilities

Number of employees managed/supervised: NO

Number of FTE (Full Time Equivalents) employees managed/supervised: 0

Management of Physical Assets

Nature of physical assets directly controlled, (eg. children's home): NONE

Details of service contracts managed: YES

Summary of Main Contacts.

- Parents
- Teachers
- Governors
- Other school staff
- Other professionals
- Pupils
- LA

Safeguarding statement

We take our safeguarding responsibilities very seriously, and we work hard to make sure our school has effective safeguarding systems in place. We expect everyone working in the Centre to share a common objective to help keep children and young people safe by contributing to:

- providing a safe environment for children and young people to learn in
- identifying children and young people who are likely to suffer significant harm and taking appropriate action with the aim of making sure they are kept safe both at home and in the education setting.

Main Tasks/Accountabilities

This is not intended to be an exhaustive or definitive list, you may be required to carry out other duties as required

1. To prepare for the approval by the Head Teacher and Governors the annual estimates of income and expenditure. To obtain agreement of budgets, and to monitor accounts against budgets. To prepare regular management accounts for budget holders and to report on the financial state of the school to Governors.
2. To develop and maintain sound financial systems and controls in line with the requirements of FMS, including the principles of best value.
3. To manage end of year procedures for the school budget, prepare the school fund accounts annually for auditing and complete budget monitoring returns for the local authority.
4. To use financial management information to identify areas of relative spend, assess trends and directly advise SMT accordingly.
5. To remain up to date with regard to Financial regulations and arrangements and advise the Headteacher and Finance committee of all relevant changes.
6. To manage the proper collection, reconciliation and banking of any monies received by the school either from the local authority or other sources.
7. Monitor and follow up on expected income relating to claims for SEN, EYPP, apprenticeships, reimbursement from CC and NHTs, etc
8. To manage all expenditure, payments of invoices and raise purchase orders. Prepare, maintain and reconcile reports, records and accounts including WISER in conjunction with the school's accounting systems.
9. To manage the 'housekeeping' of the accounts such as: checking outstanding orders, commitments, suppliers' statements, management of bank accounts, dealing with petty cash and insurance policy matters/claims.
10. To be a Trustee of the School Trust fund account.
11. To prepare reports for audit purposes, including supporting Governors with annual production of SFVS
12. To maintain a good knowledge of all admin processes and procedures in order to support Admin staff. Cover Reception when required.
13. Any other duties that reasonably fall within the purview of the post which may be allocated after consultation with the postholder.

PERSON SPECIFICATION

Please ensure that you read the person specification carefully as this will be used to assess candidates as part of the shortlist and interview process.

Knowledge/Qualifications:

- NVQ level 4 or equivalent
- Knowledge of ESS-SIMS, financial (FMS)
- Knowledge of Local Government procedures
- Knowledge of spreadsheets and word processing packages

Skills/Abilities:

- Excellent general communication skills
- Excellent written and spoken English
- Good telephone manner
- Good organisational skills – able to prioritise workload
- Tact, diplomacy, confidentiality and sensitivity are paramount to this post
- Able to use Word and Excel to an advanced level
- Able to work independently but also as part of a team

Experience:

- At least one-year experience in a similar finance based environment.
- Some experience of dealing with children

Personal Qualities:

- A flexible approach to work
- A sense of responsibility
- Tact and diplomacy
- Integrity

Special Factors:

- Prepared to attend occasional evening meetings if required
- Be flexible around covering office opening hours as a result of staff absence