

Job Description

Schools Finance Business Support Officer

Service:	Financial Management: Development and Schools	Team:	Schools Finance Team
Location:	County Hall, Preston (Hybrid)		
Salary range:	£26,847 - £29,071	Grade:	5
Reports to:	Accountant – Statutory/Commercial	Staff responsible for:	Not applicable

Job Purpose

The main purpose of the post is to assist in the statutory and traded financial functions of the county council in relation to schools. The key areas of work include (but not limited to):

- Processing journals and payments, purchase orders and invoices relating to schools
- Financial processes around schools operating their own bank accounts, uploading journal audit transfer files into the ledger, processing VAT reimbursements, monthly direct debits from school bank accounts, and payments to schools with accurate records maintained.
- Assisting with maintenance and integrity of the ledger coding structure relating to schools, such as reviewing transactions and undertaking coding corrections
- Assisting with academy conversions
- Assisting with financial year end processes, such as accruals processing and audit queries
- Assisting the team with obtaining information from financial systems
- Facilitating communication with schools through the Lancashire School's Portal
- Assisting with schools in financial difficulty, suspension payments, bursary fund payments, cashflow advances payments and record keeping
- Running and distributing monthly ledger and payroll reports to schools
- Assisting the schools financial traded services team with tasks appropriate to the role
- Collation of returns in relation to unofficial school funds
- Other ad hoc duties appropriate to the role as required

Accountabilities/Responsibilities

This role is based on the Grade 5 Business Support Officer Job and Person specification

- To provide support to Accountants and Officers for the various areas within the schools finance team
- To process transactions within financial systems and assist with reconciliations.
- To act as a source of technical advice for stakeholders
- To assist with academy conversions and schools in financial difficulty.
- To help maintain the financial integrity of the revenue systems and processes within the general ledger.

- To facilitate and support communications between the authority and schools including the use of the schools portal.
- To arrange meetings, facilitate events, and provide general administrative support.
- To undertake completion of returns under the direction of line management and liaising with other teams within finance and schools.
- To collect and record data and returns from schools, maintain records, and ensure compliance with relevant policies and procedures
- To assist the effective and efficient operation of the team and service.

Other

- **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 Business Support Officer (Grade 5)

Requirements	Essential (E) or Desirable (D)	Identified by Application Form (A) or Interview (I) or Test (T)
Qualifications:		
Educated to GCSE level or equivalent.	E	A
Experience:		
Previous relevant experience or the ability to demonstrate the competence to carry out financial administration.	E	A/I
Knowledge and Skills:		
Numeracy skills	E	A/I
Ability to use Microsoft Office products, particularly Excel and Word	E	A/I
Ability to communicate effectively, including over the telephone	E	A/I
Ability to work accurately whilst under pressure	E	A/I
Excellent customer services skills	E	A/I
Ability to work as a member of a team	E	A/I
Ability to work without close supervision	E	A/I
Other (including special requirements)		
1. Commitment to equality and diversity.	E	I
2. Commitment to health and safety.	E	I
3. Display the LCC values and behaviours at all times and actively promote them in others.	E	I

