# Job Description

## Post Title
Finance and Resources Officer

### Core purpose:
- To provide the Principal with accurate and timely financial data which will ensure that all financial decisions can be factually based.
- To work to the highest standards of financial probity as directed by the Mulberry Schools Trust's Director of Finance and Resources.
- To oversee the school’s personnel function, ensuring compliance with required recruitment procedures including the school’s DBS clearance procedures and maintenance of the Single Central Register.
- To oversee the work of the main office at Mulberry UTC, including direct line management of office staff, the site assistant and the administrative function of the UTC.

- To carry out agreed duties to support the day-to-day management of the UTC
- To act as a fire warden and a member of the first aid team at Mulberry UTC and to lead and oversee the work of these teams, ensuring training is up to date.

In addition to their core duties, all members of staff within Mulberry UTC are responsible for:

- Promoting and modelling high standards of professional competence
- Contributing to the general good order and discipline of the UTC
- Supporting the development of positive relationships with sponsors, partners and the local community, including parents and local businesses
- Implementing UTC policies and procedures
- Safeguarding and promoting the welfare of students attending Mulberry UTC

All staff are expected to have a clear understanding of the aims, objectives and ethos of the UTC, an awareness of its role in the community and a commitment to its vision of providing outstanding academic and technical learning.

### Reporting to:
- UTC Principal for line management
- Mulberry Schools Trust (MST) Director of Finance and Resources for professional guidance and standard-setting

### Liaising with:
Other members of teaching and non-teaching staff. As Mulberry UTC grows and our student numbers increase, you will also have opportunities to develop your role within the UTC.

### Salary / Grade
NJC Scale P03 £36,186-39,069

### Contracted hours
35 hours per week. Year-round basis.
Key responsibilities/areas of work:

As a founding member of staff at Mulberry UTC, you will play a key role in ensuring that systems and processes are set up and managed in such a way that the UTC functions as effectively and efficiently as possible. Key responsibilities include:

**Finance**

1. Monitor agreed budgets and produce such financial reports as required by the Principal and the MST Director of Finance and Resources, highlighting potential variances.
2. Oversee the UTC's financial management system, including the operation of all bank accounts, ensuring full reconciliation takes place.
3. Ensure all budget accounts are kept up to date, providing budgetary information to all budget holders on a regular basis and dealing with any queries that may arise.
4. Ensure that appropriate systems of accountancy are in place to maintain the UTC's various accounts and budgets, providing appropriate financial information to budget holders and the MST on a timely basis.
5. Hold responsibility for order processing and payment for all goods and services provided by the UTC, in accordance with MST procedures and levels of delegated responsibility.
6. Provide the appropriate financial information to the Principal, Director of Finance and Resources and external accountancy companies to ensure that end of year tax and other returns are submitted timely and accurately.
7. Hold responsibility for the security of all monies handled within the UTC, ensuring that accurate records are kept including the regular banking of monies in accordance with the UTC's and the MST's financial regulations.
8. Assist the Principal in the preparation of the UTC's annual budget.

**Resources**

9. In line with statutory safeguarding procedures and the UTC’s safeguarding policies, ensure the appropriate checking and administration of all personal documentation, ensuring that all staff at the school have obtained the relevant DBS clearance.
10. Carry out barred list checking and maintain the Single Central Register, ensuring it is kept up to date.
11. Full administration of the school’s sickness absence data and the distribution of sickness trigger reports to the appropriate member of SLT for purposes of sickness management.
12. Liaison with the Trust’s personnel and payroll services to ensure they are provided with relevant personal documentation and all staff absence data to ensure the appropriate adjustment to salaries.
13. Deal with pay queries as appropriate, including administration of ad hoc payroll claim forms and recharging of appropriate budgets.
14. Administration of the school’s support staff annual leave records.
15. Liaison with Occupational Health for the referral of staff and ensuring appointment reports are passed to the appropriate line manager.
17. Ensure that first aid and fire warden certification is kept up to date and arrange for first aid courses as required.
18. Be responsible for the maintenance of the UTC's Critical Incidents Data and provide updated information to the Critical Incidents Team as necessary.
19. Manage the UTC's administrative function proactively and cost-effectively.
20. Line manage two members of office staff, including appraisals.
21. Oversee the work of the main office at Mulberry UTC, ensuring that the main office provides a high quality service to students, staff and visitors.
22. Daily line management of the site assistant.

**General**

23. Carry out agreed duties to support the day-to-day management of the UTC, e.g. providing general support during peak periods and being on the rota for duty at the beginning and end of the school day.
24. Act as a fire warden, including undertaking appropriate training.
25. Act a member of the first aid team at Mulberry UTC, including undertaking appropriate training.

| Management of people | The post-holder will be responsible for the management of 2 receptionist/administrative staff within the main office of the UTC and for day to day line management of the site assistant. |
| Creativity and innovation | The postholder works within defined policies, procedures and legislation. However, creative and innovative thinking is required in order to identify more effective and efficient systems, procedures and general working practice. |

| Contacts and relationships | • Daily contact with the Principal and Vice Principals.  
• Regular contact with the MST Director of Finance and Resources for financial guidance and standard-setting.  
• Regular contact with UTC staff in relation to budgets, management information and associated tasks.  
• Regular contact with staff and students on day to day issues.  
• Contact with external accountancy companies if required.  
• Regular contact with bank employees  
• Contact with other external bodies/suppliers |

| Decisions | 1. Discretion  
Decisions are made in line with established alternatives and in consultation with the Principal, although the post-holder will be required to make day to day decisions on routine staff issues.  
2. Consequences  
Failure to maintain bank account information and/or records could result in jeopardising the statutory annual returns and possible fines.  
Failure to maintain and update the DBS clearance register could leave the school in a vulnerable position in relation to the safeguarding of UTC students. This could jeopardise the safety of staff and students at the UTC and would mean that the school could fail an Ofsted inspection. |

| Resources | • The post-holder is a nominated key holder for the school safe  
• Cash income from visits and trips  
• Petty cash  
• Banking cash to the local bank branch |
Work environment

1. Work demands
   Work is likely to be subject to continual interruption that will require the post-holder to work under pressure at peak times.

2. Physical demands
   The role requires normal physical effort associated with office work. There may be prolonged periods of sitting while working at a computer. The post-holder will be required to carry cash to the bank on a regular basis as required.

3. Working conditions
   The post-holder will be based in an office environment within a school.

4. Work context
   The post-holder will have contact with staff, sometimes on contentious issues. There may be some contact with parents/carers.

Additional Duties:

Play a full part in the life of the school community, supporting the aims and ethos of Mulberry UTC, and encourage all staff and students to follow this example.

Health and Safety

The Health and Safety at Work Act (1974) places duties on all employees:

1. to take reasonable care for their own Health and Safety and that of other persons who may be affected by the individual’s acts or omissions at work;
2. to co-operate with the Principal in so much as is necessary to enable the Principal to carry out her duties as key manager and comply with all relevant Health and Safety legislation;
3. not intentionally nor recklessly to interfere with or misuse anything provided in the interests of health, safety or welfare;
4. to care for and oversee the appearance of the building;
5. to assist management/leaders in preparing, implementing and updating all relevant risk assessments for their area of responsibility.

This job description is correct as at 4th June 2017. It is not prescriptive, nor necessarily a comprehensive definition of the post and may be subject to amendment after consultation with the post holder to meet the developing needs of the UTC.

Job Evaluation - This job description has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme as adopted by Mulberry Schools Trust (MST).
**Other Duties** - The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be undertaken with the consent of the postholder.

**Equal Opportunities** - The postholder is required to carry out their duties in accordance with MST and UTC Equal Opportunities policies.

**Health and Safety** - The postholder is required to carry out their duties in accordance with MST and School Health and Safety policies and procedures. The post holder will also be a recognised Fire Warden to assist in the school’s Fire Evacuation procedure.

**Safeguarding** – The post holder is required to carry out their duties in accordance with Council and UTC Safeguarding policies and procedures and ensure their own and the team’s commitment to the protection and safeguarding of children and young people at all times.

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<tr>
<th>Name:</th>
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<tbody>
<tr>
<td>Job Description written by: [Manager]</td>
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<td>Job Description agreed by: [Postholder]</td>
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PERSON SPECIFICATION

As a founding member of the staff team at Mulberry UTC, you will play a key role in ensuring that systems and processes are set up and managed in such a way that the UTC functions as effectively and efficiently as possible. Key responsibilities include:

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<tr>
<th>MINIMUM REQUIREMENTS</th>
<th>ESSENTIAL/ DESIRABLE</th>
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<td>Successful previous experience in a similar role or with appropriate financial background.</td>
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<td>Relevant QCF (NVQ) Level 3 or equivalent and evidence of professional development.</td>
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<td>Ability to relate well to young people and adults, and to work constructively in a leadership role within a diverse team.</td>
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<td>Good literacy, numeracy and ICT skills.</td>
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<td>Demonstrable commitment to equal opportunities.</td>
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<td>An understanding of the UTC’s specialisms: the health sector, the creative industries and the world of digital technology</td>
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<td>Understanding of relevant financial policies/codes of practice and relevant legislation.</td>
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<td>Understanding of legislation relating to the safeguarding of young people in a school environment and the procedures required to ensure the UTC is compliant</td>
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<td>First aid training and understanding of certification and training requirements</td>
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<td>Training in fire evacuation procedures and understanding of relevant legislation</td>
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<td>A commitment to your own continuing professional development.</td>
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<td>Possess integrity and relate appropriately to inspire commitment, enthusiasm and confidence from staff, pupils, governors and parents in promoting the values, ethos and standards of the school.</td>
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<td>Demonstrable commitment to all UTC policies, including a commitment to the protection and safeguarding of children and young people.</td>
<td>Essential</td>
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<td>Willingness to contribute to whole school initiatives and to support teaching staff and the senior leadership team in managing the operational processes of the school.</td>
<td>Desirable</td>
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