

## The Education People

Job Description: Contracts Officer

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**Section:** Schools Financial Services

**Grade:** TEP8

**Responsible to:** Senior Contracts Officer

### **Purpose of the Job:**

To provide a range of flexible traded finance support services for schools, academies and Multi Academy Trusts (MAT's) countywide which support and ensure sound financial planning, financial integrity and budgetary control.

To provide advice, support and guidance to all customers.

To support the requirements of the marketing strategy.

**Please note:** This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

## Annex A: Main duties and responsibilities:

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1. Deliver and support contracts as defined in the relevant contract specification documentation and agreed with schools, academies and MAT's. This will include providing support and sound financial management advice to schools on budget preparation, monthly monitoring and closure of accounts.
2. Liaise with the Senior Contracts Officers regarding all financial issues in schools and academies, identifying and informing the senior management of the school/academy and the Senior Contracts Officer of any concerns and relevant budgetary issues.
3. Provide support and guidance to schools and academies on their chosen financial and management accounting package ensuring the production of both statutory and ad hoc financial returns as well as their timely submittal.
4. Provide advice, support and guidance to contracted schools and academies in relevant financial matters, including regular duties on the Helpdesk.
5. Support the delivery of all business requirements of Schools Financial Services.

## Annex B: Person Specification

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

<b>Qualifications</b>	Financial qualification or ability to do the job
<b>Experience</b>	Experience of working within a finance environment
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>Ability to work on own and as part of a team</li> <li>Good customer relationship skills</li> <li>Good IT skills</li> <li>Good written and verbal communication skills</li> <li>Good organisational skills</li> <li>Ability to maintain confidentiality</li> <li>Research, analytical and interpretive skills</li> <li>Fluent in English</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>A good understanding of national and local policies, financial controls and procedures.</li> <li>Knowledge of school finance systems</li> </ul>

## Annex C: Company Values and Expectations

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At The Education People we are guided by our shared values:

- **Moral Purpose:** We are driven by our shared moral purpose to do all that we can, both directly and indirectly, to improve educational outcomes and life chances.
- **People First:** We are committed to always putting people first: our staff, clients and partners, and above all, the people we serve.
- **Stronger Together:** We believe in the power of partnership and collaboration, understanding that the very best outcomes are delivered only when we embrace challenge and work together – with each other, our clients and partners.
- **Excellence:** We strive to excel in the delivery of high quality services that produce lasting outcomes: balancing pace, precision, practicality and cost.
- **Spirit of Innovation:** We have a restless curiosity; we embrace every opportunity to learn, to challenge the status quo, and to seek to set new standards for outcomes and delivery.
- **Integrity:** We expect the highest standards of professionalism and integrity of ourselves and others, acting at all times within the ethical framework of our values.