
SERVICE TO SCHOOLS

FINANCE OFFICER SERVICE

We are able to provide additional support for financial administration, including raising orders, processing of invoices and preparation of cheques as well as monthly processing. This service is provided on a weekly/daily basis, or tailored to the needs/requirements of the school. This service is useful for schools seeking to cover a period of sickness or maternity leave, gaps between appointments or a backlog of work in the school office.

Finance Officer Service

Ad Hoc (charged by the hour)

Any of the services listed below can be purchased on an ad hoc basis if required, please contact JCA School Support to discuss your requirements

Accounts Payable

- Maintain Supplier Database
- Raise Purchase Orders
- Enter Invoices/Credit Notes
- Print Cheques/Pay Suppliers
- Process Supplier Enquiries
- File all Accounts Payable documentation

Accounts Receivable

- Collect and record cash collections
- Enter Receipts
- Process Paying-in Slip Bank Collections

General Ledger

- Petty Cash Processing
- Preparation of general ledger journal forms
- Salary Posting and reconciliation
- Review General Ledger
- Process Bank Interest
- Process Monthly LA Income
- Process VAT Reimbursements
- Process Direct Debits/Credits
- Preparation of Bank Reconciliation
- Preparation of VAT return
- Preparation of Income & Expenditure statements

Strategic Finance Advisor Service

Service Levels

Quarterly Budget Monitoring Service

Preparation of Quarterly returns
Completion of Analysis of balances
Preparation of Budget in line with SIP
Year End Procedures

Level 4 Service-1/2 day a month

Full Budgeting Service(Monthly Monitoring/Quarterly Returns/Year End Procedures)
Analysis of balances
Preparation of Budget in line with SIP
Budget Monitoring
Monthly Reconciliations(Bank/Payroll/Funding)
Attendance at one Governors' meeting
Requirements of school
Telephone Advice

Level 3 Service-1 day a month

Level 4 Service Plus
Three Year Budget Plan/Projections
Deficit recovery plans/Monthly monitoring
Management of Personnel/Budgeting Software
Bacs/Procurement Card/OPEN
Advise on school workforce/HR Salary issues-Personnel 7
Advice on Audit requirements SFVS

Strategic Finance Advisor Service Cont'd

Level 2 Service-2 days a month

Level 3 package Plus
Cash flow statements
Benchmarking
Updating financial regulations/policies for audit requirements (SFVS)
Annual Salary Statements
Attendance at termly governors' meeting
SFVS Schools Financial Value standard

Level 1 Service-1 day a week

Level 2 Package Plus
Recruitment/Training of Finance staff

Children Centre Service Level Agreement

This service is available for schools that have children centres and have to report on a quarterly basis to the LA. The allocated hours for this service is 12 and is taken in addition to the School SLA

Ad Hoc (Charged by the hour)

Any of the above services can be purchased on an ad hoc basis if required, Please contact JCA School Support to discuss your requirements.

ADDITIONAL SERVICES

AUDIT SERVICE

Our Audit service provides the school with the assurances that the correct governance is in place to satisfy the London Borough of Croydon Internal audit team. Our service is based on the Croydon audit control test program and a member of our team will visit your school for ½ a day and carry out a sample of tests to ensure that the school is operating within the expected guidelines. The school will be notified of any areas that are not meeting the criteria and recommendations will be made as to solutions that need to be in place to ensure a positive outcome.

We are able to provide the Governing Body with an independent, ongoing, oversight of the Schools financial affairs and assurance that:

- Financial Responsibilities of the Governors are being properly discharged.
- Resources are managed in an efficient, economical and effective manner
- Sound systems of financial control are being maintained
- Financial considerations are being fully taken into account when reaching decisions.

Our package benefits the School with an appropriately qualified, experienced and independent individual who will visit the School once a term and undertake a series of detailed tests, in order to meet SFVS requirements.

These tests will confirm the operation of the main financial systems, such as:

- Payroll
- Purchases
- Income
- Accounting System

We will provide the Governing Body with both a written record of the checks performed and a report of the visit findings. These will provide assurance to the Governing Body that the areas tested are being operated satisfactorily and/or identify those areas which require further attention in order to meet the DfE requirements. Our package will also guide and support the finance staff on the day of the visit, where any issues are identified.

Our package can also provide the option to consult with the Responsible Officer before a school enters into any significant financial decisions.

HR/PERSONNEL SERVICE

In addition to the Financial service/School Business Management Service , we are now able to offer an experienced member of the team, to cover absence in this area or to advice on best practice to improve this function in schools.

- Ensure all personnel checks are completed on current and new staff
- Maintain confidential staff records
- Performance Management PDCS
- Be responsible for recruitment, staff development, appraisals and training
- Preparation of contracts and all other documents relating to staff appointment and employment
- Advise staff of their annual pay awards

AD HOC SERVICES

- ❖ Any additional ad hoc services can be provided at an hourly rate.
- ❖ Training for Governors/Head teachers/Deputy Head teachers is an additional service offered and will be charged at a fixed amount.
- ❖ Training and induction of new finance staff.
- ❖ Annual Audit of Voluntary Funds.
- ❖ Hosting Cluster Meetings.
- ❖ Assistance with converting to Academies
- ❖ Any training needs which are required on Sims.Net/School Workforce

BUSINESS CONTINUITY PLAN

As required by SFVS (Schools Financial Value Standard) JCA School Support are able to offer a tailor made Business Continuity Plan. For more information please contact Jane Cousins.