

Finance Staff Training

2013-14

The Finance Staff Training programme has been developed around the skills and knowledge required to be effective in operating school finances. All courses are provided as part of the School Finance Support Package and can therefore be attended at no additional charge.

New Finance Staff

To help new finance staff quickly gain the skills and knowledge needed to operate the school finances, we have developed a comprehensive and progressive training plan. This plan includes:

Introduction to Finance & Star Accounts Course

This 1-day course covers a basic overview of school finance and basic use of Star Accounts. On this course, delegates will be given a Finance Induction Training Plan which will help them to identify courses that should be attended, track completion and transfer skills gained from courses back to the workplace.

Core Skills

Core Skills are essential for anyone operating school finances. They include:

- Purchasing and Expenditure
- Income and Banking
- Month End

It is expected that the core courses would be completed within a new member of staff's first term.

Further Skills

Further Skills are based on further tasks that a finance member of staff may have responsibility for completing. They include:

- Year End
- Dinner Monies Database
- School Fund
- Administering Lettings
- Sickness Insurance Returns (E-Learning)
- Petty Cash (E-Learning)
- Trading Accounts (E-Learning)
- Activity Accounts (E-Learning)
- Purchasing Cards (E-Learning)

It is expected that a new member of staff will complete all applicable further skills courses within their first year.

Budget Skills

If a member of Finance staff has responsibility for the school budget, they would be expected to gain skills and knowledge in the following areas:

- Financing Your School
- Setting the Budget
- Monitoring the Budget
- Revising the Budget
- Capital Funding
- Procurement

It is expected that a new member of staff will complete all applicable further skills courses within their first year.

Existing Finance Staff

All existing finance staff should keep up-to-date with skills and knowledge by completing Finance Refreshers. Refresher courses are available for key aspects of schools finance. These include:

- Procurement
- Schools Financial Value Standard
- Budget Planner Software
- Key Financial Controls
- VAT For Schools
- Star Refresher

Although these are specifically designed as refreshers, any of the tutor-led and E-Learning courses from the Governors, Headteacher or Finance Staff programmes can be attended as part of the Finance Support Package.

Only a limited number of spaces are available for Tutor-Led courses so will be bookable on a first-come-first-served basis. For more information and to book yourself a place on a course, please visit our website:

<http://www.eficts.norfolk.gov.uk/Finance/Training/>

Remember, you can attend any of our courses at no additional cost as part any Finance Support package you have purchased for this financial year!