



Finance Staff Induction

Being healthy

Staying Safe

Enjoying and
achievingMaking a positive
contributionEconomic
wellbeing

PRI/FSI/1008

Primary

The course will comprise of two full day sessions and will cover the following:

- financial procedures and regulations
- roles and responsibilities
- the budgeting and accounting cycle
- retention of records and effective filing
- internal Audit requirements
- processing orders, paying invoices, accounting for income, coding of income and expenditure
- extended schools
- VAT
- accounting for capital
- the Consistent Financial Reporting CFR Framework
- month-end and period-end procedures
- bank reconciliations
- budget monitoring reports
- Local Authority reporting requirements
- DCSF Financial Management in Schools Standard (FMSIS)

This two-day course aims to:

- enable primary school finance staff to ensure that basic finance functions and controls are maintained, and that school financial records are held in accordance with financial regulations and audit requirements.

Delivered by: Financial Services for Schools

Cost: £320.00 per delegate (two-day training course)

Venue: Hertfordshire Development Centre, Stevenage

Date(s): Wednesday 1 October 2008 and Tuesday 14 October 2008

Time(s): 9:30am-16:30pm

Suitable for: Non-secondary school finance staff with little or no previous experience of schools' financial administration or procedures

How to book: Complete the booking form from the grid -

www.thegrid.org.uk/info/traded/financial/courses and send by post: Room 166,

County Hall, Hertford, SG13 8DF, tel: 01992 556191, fax: 01992 555727 or email:

fss.admin@hertcc.gov.uk