## Induction for School Finance Officers

Written by [Schools Finance Team](http://www.hgfl.org.uk/component/k2/itemlist/user/14712-schoolsfinanceteam.html)

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| Welcome to Hillingdon.  Schools Finance can be seem a little bewildering at first, but do not worry help is at hand.  The Schools Finance Team offer all new school admin/finance staff an induction programme.  Designed to cover the basics and to help you get started in your new role the induction covers:   * Financial Regulation and Standing Orders * School Funding and understanding the monthly cash advance * Processing the cash advance on FMS * Budget Monitoring and Reporting * Coding structures * Internal Audit arrangements * Schools Financial Value Standard (SFVS) * Budget Planning Strategies * Benchmarking * Surplus Balances * VAT * Salaries * Payment to Individuals * Service Level Agreements * Licences * The role and support of the Schools Finance Team * Useful contacts, websites and guidance documents   Your Schools Finance Team link officer will provide the induction at your school.  To arrange an induction (or a refresher) please call us on 01895 250458/250451/277665/556107.   We look forward to hearing from you.  Please do not hesitate to contact us should you have any finance queries. |
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