## Induction for School Finance Officers

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

|  |
| --- |
| 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. |
|  |