Part-time School Finance officer

To start as soon as possible

Job Title: School Finance officer

Salary: £21,379 - £23,108 (pro rata)

Hours: 12 hours – Term time (38 weeks a year). Must include a Friday, but other hours can be flexible

Whaddon CofE School is an excellent school. We believe in the values of compassion, endurance and wisdom and as such constantly seek ways to improve learning outcomes for our children.

We are looking for a highly motivated and efficient candidate who will share and promote our vision by joining our school. The successful candidate will work with initiative and have previous finance experience in a busy setting. The successful candidate will also be organised, enthusiastic and committed. They will have the ability to process information in a timely, accurate and confidential manner. They will have a high level of proficiency in Microsoft Office and have excellent interpersonal skills. Experience of working in a finance capacity will be required, however further training will be provided to successful candidates.

The main duties of the post will include: -

* Organise, maintain and monitor the school’s financial systems, and to manage office functions to ensure an effective service to the school and support the strategic development of the school.
* Contribute to the overall ethos, work and aims of the school.

We are looking for candidates who are: -

* Proficient in standard IT applications, particularly word processing and spreadsheets
* Calm, diplomatic and able to maintain a professional demeanour at all times
* Thorough and accurate, with an eye for detail
* Flexible and positive; having a ‘can do’ attitude
* Candidates must have Experience in budget monitoring and forecasting (including electronic program suites) clear communication skills. A knowledge of SIMS/FMS is desirable but not essential.

Duties and Responsibilities

* To prepare the school’s annual budget for review by the Headteacher and Governing Body in line with the School Development Plan
* Manage, monitor and report on the schools budget ensuring deadlines are met in a timely manner
* Reporting any matters of concern or significant variances to the Headteacher and Governing Body
* Manage all financial systems, procedures and controls
* Responsible for the day to day financial functions including adding purchase orders, processing invoices, monthly reconciliations, purchasing card management and wraparound care payments
* To oversee and be responsible for the management and administration of the School Fund account
* To attend the Governing Body General Purpose and Finance Committee meetings

Visits to the school are warmly welcomed.

To download an application pack, please visit our website at:  
<http://www.whaddon.bucks.sch.uk/website/vacancies/314338> or if you require further information please contact Selina Davies on: 01908 501719 or email [office@whaddon.bucks.sch.uk](mailto:office@whaddon.bucks.sch.uk)

Closing Date & shortlisting: Friday 27th March 2020 @ noon  
Interviews: Monday 30th March 2020

Whaddon CofE School is committed to safeguarding and promoting the welfare of children and young people and requires all staff, governors and volunteers to share this commitment.  
References will be taken up for all short-listed candidates prior to interview. All successful candidates are required to have an Enhanced DBS check. We welcome applications from both men and women of all ages from any background and from candidates with disabilities.