

Finance Officer
Job Advertisement

Salary: GBP £37,260 - £38,148 per year

Contract: Permanent

Hours: 36 hours per week, term time only 39 weeks plus 10 days. (0830-16.12 Mon- Fri)

Purpose of the post:

- To manage and maintain systems to facilitate effective financial operations and controls
- To maintain the school's financial systems and accounts
- To produce financial monitoring, budgeting and forecast reports

Main duties and responsibilities:

- Maintain the school's financial and accountancy systems including school compliance with financial regulations
- In conjunction with the Executive Headteacher, prepare the annual budget and three year forecasts
- Prepare regular expenditure statements of accounts
- Ensure timely production and issue of financial reports and returns as required by the LEA.
- Be responsible for the school's accounting procedures, including arrangement of audits, and controlling petty cash, cashflow, year end
- Administer payroll
- Be responsible for the receipt, safekeeping and banking of all monies received by the school.
- Manage income from premises lettings to outside bodies.

General requirements:

- To undertake additional or other duties as directed and deemed appropriate To attend meetings as and when required.
- To produce reports for Governors and Senior Leadership Team.



- Maintaining a high degree of confidentiality with regard to issues concerning members of staff and pupils. To respond positively with tact, sensitivity and awareness to pupils and parents in relation to duties undertaken.
- The successful applicant must promote and safeguard the welfare of children, young and vulnerable people.
- This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

We are committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. For this post pre-employment checks will be carried out, references will be sought and successful candidates will need to undertake an enhanced DBS check. We welcome applications from all sections of the community, regardless of gender, race, religion, disability, sexual orientation or age.

Applications to: recruitment@thegarden.hackney.sch.uk

Closing Date: Friday 24th June

Please note we do not accept CVs.

