



**St John's CE Infant and Nursery School Finance Officer**  
**Part of the Poppy Academy Trust**  
**H6**

St John's CE Infant and Nursery school is a wonderfully nurturing environment, where children flourish and grow to become independent, resilient, and responsible young people, excited about life and learning. We are a small infant school, with a Nursery, and our young children and their families are supportive of the staff and the school ethos.

We are looking to appoint an innovative, proactive and suitably experienced finance officer to join our excellent office team.

We are looking for someone who has high standards, is highly organised and who can demonstrate the ability to work calmly and proficiently, while coping with the demands of a busy school office. We are seeking applications from successful, experienced candidates as well as those new to this role, with relevant experience.

We are offering 32 hours per week in term time and 5 inset days, preferably over 5 days per week however, we are open to flexible working requests from the right candidate.

We positively encourage visits to the school. Please email Vivienne on [admin@stjohnsradlett.herts.sch.uk](mailto:admin@stjohnsradlett.herts.sch.uk) or call 01923 856594 to book a visit and meet our team and our children.

We are looking for an individual who:

- Has proven recent finance and office based experience, preferably within a school environment
- Has strong communication skills and demonstrates high levels of written and spoken English
- Is computer literate and confident when using programs such as Excel and Word, as well as online school management systems and financial software
- Has a methodical and conscientious attitude
- Is a team player who demonstrates flexibility and a sense of humour

The successful applicant will have responsibility for the overall running of the financial business of the school, including but not limited to:

**Finance**

- Maintaining records and systems in accordance with approved regulations and standards to assist the Executive Headteacher/Head of School in the efficient management of the budget.
- Advising on budget position and budget preparation, having an oversight of all accounts – reporting difficulties to the CFO.
- Submitting the budget to the Trustees.
- Management and maintenance of the school bank account
- Management of Iris for school financial management and reconciling spreadsheets of school expenditure and assisting in budgetary forecast
- Liaising with staff to plan, monitor and evaluate the expenditure of SEN Funding, Pupil Premium Funding and the Sports premium
- Financial planning for school trips
- Nursery funding, invoicing and reconciliation of childcare vouchers
- Invoicing for Breakfast and After School Clubs
- Carrying out ordering and invoicing procedures, in accordance with financial regulations to assist with the maintenance of budgetary commitment. Monitoring quality of purchases and seeking out new suppliers as appropriate, ensuring purchases or contracts represent effective use of public funds



- Adding invoices to system and creating weekly BACS runs for payment
- Managing letting contracts and ensuring payments are received, and staff organised to cover lettings where appropriate.
- Ensure school complies with VAT legislation

#### **Premises**

- Maintain a list of statutory and other checks required, service contracts and contract information for contractors used.
- Book contractors for health and safety checks, liaising with the CFO/school caretaker
- Manage Capital Projects ensuring funding is accounted for correctly, invoices paid and correctly accounted for.

#### **Other**

- Undertake other administrative support duties, including reception duties.
- Understanding safer recruitment practices, pre-employment checks and manage recruitment processes for staff vacancies.
- Maintaining the Arbor system with all staff information and employment details, whilst working with our HR Officer to ensure good record keeping.
- Understanding legislation relating to GDPR and ensure compliance on behalf of the school, including liaising with DPO where required.
- Undertake relevant personal and whole staff training.

The duties and responsibilities listed above describe the post as we envisage it however, the post holder is expected to work with the Head/CFO and accept any reasonable alterations that may be necessary from time to time.

## Person specification

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• GCSE's in English and Maths at C grade or above or equivalent</li> <li>• Part-qualified/ qualified accountant or strong accounting experience</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience with accounting, management accounts and managing budgets</li> <li>• Experience managing contracts and finding best value for money</li> <li>• Developing, managing and operating clerical/administrative/ financial and organisational systems</li> <li>• Working with children or young people</li> <li>• Analysing and evaluating data</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Excellent attention to detail</li> <li>• Excellent literacy and numeracy skills</li> <li>• Competent use of IT packages including word processing, spreadsheets, PowerPoint and computerised accounting systems and ideally (but not essential) school MIS systems and ability to learn new systems quickly</li> <li>• Ability to use relevant office equipment effectively</li> <li>• Ability to plan, organise and prioritise and manage small projects</li> <li>• Understanding of data protection and confidentiality</li> <li>• Understanding of safeguarding</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Friendly and professional – resilient, positive and forward looking and enthusiastic about making a difference</li> <li>• Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils</li> <li>• Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school</li> <li>• Ability to work under pressure, multi-task and prioritise effectively</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding and equality</li> <li>• Embraces change well</li> <li>• Deals with difficult situations effectively</li> </ul>