

St. Giles' School

**School Finance Officer
Job Description and Person Specification**

December 2025

ST. GILES' SCHOOL

Job Description

Job Title:	School Finance Officer – part time
School:	St. Giles' School
Grade Range:	Grade 4 – Scp 8 - 10
Hours per week:	20 hrs per week over 3, 4 or 5 days (subject to mutual agreement); 45 minute unpaid lunch if working 5 or more hours per day
Work Pattern:	Term Time Only including INSET days and one week in summer holidays
Location:	St. Giles' School
Reports to:	SBM, SLT, LMT
Responsible for:	Finance, Budgeting and administration relating to this area
Role Purpose and Role Dimensions:	To provide an effective and efficient administrative financial support service to the Headteacher and Governing Board for the efficient conduct of the School/Academy's administrative affairs and to ensure the smooth running of the School/Academy.
Commitment to Diversity:	As a member of the School Team to take individual and collective professional responsibility for championing the School/Academy's diversity agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity.
Key External Contacts:	<ul style="list-style-type: none">▪ LA Croydon & Contractors & Agencies; External finance consultants; HMRC; Pension providers
Key Internal Contacts:	<ul style="list-style-type: none">▪ School Business Manager; Teachers; Support staff; SLT; LMT; Headteacher; Governors
Financial Dimensions:	Finance, Budgeting and administration relating to this area
Key Areas for Decision Making:	<ul style="list-style-type: none">▪ Finance § Finance administration § Payroll § Day to day § Ordering and invoicing § Maintaining accurate records for producing accurate finance reports and returns § Bank reconciliations § General finance duties
Other Considerations:	

Key Accountabilities and Result Areas:

To be responsible for ordering and invoicing and to maintain controls, checking authorisation for expenditure.

Key Elements:

This will involve:

- To raise orders and commitments for goods and services using the correct accounting expenditure codes.
- To process goods received confirmation, orders, invoices and credit notes.
- To monitor and follow up all outstanding orders and invoices with suppliers.
- To check the system for unauthorised/unprinted orders, and unauthorised invoices and ensure all cheques have been raised.
- To accurately write out cheques or generate BACS reports
- To access Bankline for cheque management purposes.
- To manage the accounting records for the school's Purchasing Cards
- To support with the financial administration of the Friends of St Giles as required
- To ensure compliance at all times with the LA's Scheme of Financing in Schools and the school's Finance Policy

To be responsible for maintaining accurate records and producing reports and returns as appropriate.

This will involve:

- Provide Payroll support by inputting authorised overtime claims.
- Maintain the school's Contract Register
- Maintain the school's Hospitality Register
- To support the SBM with uploading the budgets onto the accounting system FMS.
- To assist the SBM to compile statistical and financial returns to the LA and DfE as required.
- To inform curriculum budget holders of budget/expenditure on a half-termly basis and on request.

To support the SBM with raising invoices (income)

This will involve:

- To prepare income for banking and assist with the banking of monies for all school related accounts including Friends of St Giles.
- To reconcile the Friends bank statement as required.
- To check and follow-up any out of date items on the bank statement.
- To support the SBM with raising invoices for pupil funding income streams, maintaining records and ensuring re-claims are made for individually funded pupils.
- To support the SBM with Lettings administration and raising invoices.

To undertake general finance and administrative duties.

This will involve:

- To provide lunchtime cover for Reception on a daily basis and as required
- To support the administrative running of the school as required including telephony support when the Reception is busy
- To carry out any other related duties to meet the needs of the school.
- To have a working knowledge of key school policies and procedures including Finance, Safeguarding and Data Protection.

Key Accountabilities and Result Areas:

Green Statement

Key Elements:

This will involve:

- Seek opportunities for contributing to sustainable development of the borough, in accordance with the School's Green Commitment. In particular, demonstrate good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in management of the service provision.

Data Protection

This will involve:

- Being aware of the School/Academy's legal obligations under the Data Protection Act 2018 (the "2018 Act") and the EU General Data Protection Regulation ("GDPR") for the security, accuracy and relevance of personal data held, ensuring that all administrative and financial processes also comply.
- Maintaining customer records and archive systems in accordance with departmental procedures and policies as well as statutory requirements.
- Treating all information acquired through employment, both formally and informally, in accordance with the **Workforce Data Protection Policy**.

Confidentiality

This will involve:

- Treating all information acquired through employment, both formally and informally, in confidence.

There are strict rules and protocols defining employee access to and use of the School databases. Any breach of these rules and protocols will be subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

Equalities and Diversity

The School has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination. This includes respecting and valuing the different experiences, ideas and backgrounds others can bring to work and to teams.

Safeguarding

This will involve:

- Displays commitment to the protection and safeguarding of children and young people.
- Values and respects the views and needs of children and young people.
- Demonstrates a commitment to fundamental British values and an awareness of how these can be promoted in direct work with children.

Customer Care

This will involve:

- Able to demonstrate a commitment to the School Customer Care Policy

Health and Safety

Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

To contribute as an effective and collaborative member of the School Team**This will involve:**

- To participate in training to be able to demonstrate competence.
- To participate in first aid training as required.
- Participating in the ongoing development, implementation and monitoring of the service plans.
- Championing the professional integrity of the School Service
- Supporting Customer Focus, Best Value and electronic management of processes.
- Actively sharing feedback on School policies and interventions

Person Specification

Job Title:

School Finance Officer (part-time)

Essential knowledge:

- Recognised business/finance qualification or studying towards
- Understand the financial functions and duties of a locally managed school.
- A good understanding of and commitment to equal opportunities policies and its relationship to the School/Academy/ Local Authority.
- The ability to use information technology to an intermediate standard.

Essential skills and abilities:

- The ability to undertake a wide range of financial and administrative tasks.
- Meticulous attention to detail & able to maintain a high level of accuracy
- Ability to work on own initiative and under pressure to tight deadlines
- Proven literacy and numeracy skills.
- Excellent ICT skills including, Word, Outlook and Excel
- The ability to adapt to both varying tasks and those of a routine nature.
- The ability to absorb information readily and speedily and work under pressure.
- Excellent communication skills together with the ability to communicate fluently in English to fulfil the requirements of the post*
- Displays commitment to the protection and safeguarding of children and young people.
- Demonstrates a commitment to fundamental British values and an awareness of how these can be promoted in direct work with children
- The ability to respond effectively to staff, outside agencies, the Local Authority, suppliers and the general public at all levels, both in person and over the telephone.
- A good understanding of the need for confidentiality and secure financial systems.

Essential experience:

- Be able to demonstrate experience of providing effective financial support.
- Experience of using and developing financial systems and procedures.
- Experience of working in a busy environment and having to prioritise own work
- Experience of working with people at all levels both external and internally
- Experience of working in an Educational environment (desirable)

Special conditions:

- Willingness to undertake further training as required for example for the software used by the school finance system.
- The ability to work flexibly and ensure that essential tasks are carried out within agreed timetables.
- The physical ability to perform the duties of the post with the support of aids and adaptations if necessary.
- Enhanced DBS check

*Further advice on specific points in this role profile can be obtained from your HR provider.