



## Job Description

### Finance Officer - Maternity Cover

#### Post Details

Salary: SCP 17 - 20 8 (£26,845 - £28,371) depending on experience and qualifications

Location: ESUK, Culham, Oxfordshire

Contract type: Full-time (37.5 hours per week), all year, Fixed term (1 Year)

Reporting to: Finance Director

Start date: January 2023

Flexibility: Job Share, Flexible working and part-time will be considered.

#### Europa School UK

The Europa School specialises in languages and sciences and offers multilingual, multicultural education, leading ultimately to the International Baccalaureate Diploma Programme. The curriculum in primary is unique using elements of the European Schools primary curriculum, enhanced by the national curriculum in an immersion model. The secondary is moving towards using the International Baccalaureate Middle Years Programme with humanities taught in the student's stream language. It is an all-through free school of pupils aged 4 to 19.

#### Job Description

The Finance Officer is a key member of the school administration team and involved in all areas of the school. The right candidate could develop within this role to a management position.

#### Main responsibilities:

##### Finance and accounting:

- Provide information to teachers regarding school trips and curriculum resources (both income and expenditure).
- Maintain accurate records (both income and expenditure) for after school activities on a monthly basis.
- Process and reconcile purchase ledger transactions, including input, account reconciliations and payment of suppliers.



- Maintain and oversee all bank accounts, including the school's credit cards, Amazon account, monthly reconciliations and reporting any banking issues to the Finance Director.
- Assist with preparing VAT information on a monthly basis.
- Assist with the cash flow preparation and all elements of cash handling, including collections, banking, fundraising monies and school trips.
- Assist with preparing payroll journals on a monthly basis.
- Be responsible for issuing school invoices and ensuring prompt payment.
- Send reminder letters for school meals, swimming lessons and school trips.
- Assist the Finance Director with tasks as needed.

#### Administration:

- Ensure all computerised and manual records and filing systems relating to all finance areas are adequately maintained for audit purposes.
- Comply with data protection regulations.
- Deal with any correspondence and queries promptly.
- Support the Finance Director with departmental tasks as required.

## **Person Specification**

The ideal candidate will be a highly organised individual with Finance and/or Accounting experience.

#### **Qualifications and experience:**

- Educated to A-level or equivalent is desirable.
- Hold, or working towards, an accounting qualification. e.g. AAT, CIMA, ACCA.
- Experience of working in an Finance/Accounts environment.

#### **Knowledge and skills:**

- Strong working knowledge of Microsoft Office, especially Excel. ESUK also uses Sage, Google and SchoolBase software.
- Excellent verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and other professionals.



### **Personal competencies and qualities:**

- Collaborative, positive and willing to contribute as part of the wider Finance and administrative team
- Adaptable and flexible to meet the needs of the school and willing to respond to requests at short notice.
- Able to exercise good judgement, reliable and trustworthy.
- Committed to the safeguarding and wellbeing of children and young people.

### **For more information**

If you would like further information, please contact: Anna Cole-Morgan (HR Manager)

Email: [applications@europaschool.uk](mailto:applications@europaschool.uk)

CV applications will be considered, although the ESUK standard application form will have to be completed prior to interview.

Deadline: See Website (prompt applications are encouraged for the opportunity of an early interview).

Europa School UK, Thame Lane, Abingdon, OX14 3DZ, UK

Tel: +44 (0)1235 524060

The important small print:

Due to this post having access to children and/or vulnerable adults, successful candidates will be required to undertake a Disclosure and Barring Service check. The possession of a criminal record will not necessarily prevent an applicant from taking up a post, as all cases are judged individually according to the nature of the role and information provided. The Europa School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Applicants must be eligible to work in the UK.