



Finance Officer

Catcott Primary School is a small but lively, rural school with a team of experienced and friendly staff. We have a strong ethos of working with the community and our environment. We are now looking for a part time Finance Officer to operate the school finances and provide support to the Head Teacher and Senior Management team.

Part Time	15 hours per week
Grade	13 (6-11)
Annual Salary	£23,893 – £25,979 (pro- rata)
Hourly Salary	£12.38 - £13.46

Key Skills:

- You will need to be someone that is highly motivated, proactive, organised, flexible, resilient and a good communicator.
- Experience of using SIMS, FMS, Parent Mail and the DFE Collect systems is desirable.
- We would ideally like you to have practical experience as a Finance Officer or similar.
- The post is situated in the school office and you will be expected to assist with general office duties.

Main duties:

1. All daily/monthly and yearly financial operations of the school including reconciliations.
2. To provide the school governors with comprehensive reports for the full governing body meetings as required.
3. In conjunction with Somerset Council produce the annual school budget.
4. Administration of the online payment platform for parents.
5. Apply for grants and source extra funding.
6. Arrange and maintain all contracts for the school.

Headteacher: Laura Constanza
Deputy Headteacher: Hannah Lintern

Telephone: 01278 722527
email: office@catcottprimary.co.uk

We are committed to safeguarding and promoting the welfare of children and young people and all staff share this commitment. If you have a concern about the welfare or safety of child please speak directly to Mrs Constanza (DSL) or Miss Lintern (DDSL).

In addition, you will be expected to undertake any appropriate training provided by the school including annual safeguarding training. This post will require a current Enhanced Disclosure and Barring Service certificate.

This job description only contains the main accountabilities relating to the posts and does not describe in detail all the duties required to carry them out.

Visits to the school are welcome.

Catcott Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share in this commitment.

Application packs are available to download from the school website and are to be returned to the school - office@catcottprimary.co.uk

Closing Date: 9th August 2024

Interviews: 14th August 2024