



New Hinksey C.E. Primary School

Living life in all its fullness.

Job Advert: Finance Officer Grade 8

Posted 8 July 2026 Deadline for applications: 19 July 2026

Job details

Salary: Grade 8 £31,537 FTE (pro rata amount approx. £12,900)

Hours: 20 hours per week within school day, term time only, days/hours to be discussed at interview

Contract type: Fixed Term – 1 year from 1/9/2026

Reporting to: Headteacher

Job Introduction

At New Hinksey School, our vision is to provide a high-quality education where everyone is valued and supported to enjoy learning and achieve their full potential. We promote curiosity and creativity so that every child flourishes through:

- Faith: developing courage, perseverance and resilience,
- Hope: showing respect, equality, inclusivity and honesty,
- Love: being compassionate, empathetic, kind and encouraging.

Described as a village school in the very heart of Oxford, we are welcoming and inclusive, serving our diverse South Oxford community by providing an education of the highest quality, in accordance with Christian principles and the values that inform and underpin British society.

We can offer:

- highly supportive colleagues and governors.
- pupils who are keen to learn, respectful of everyone, and engage well with their learning.
- continuing professional development to support the successful applicant in carrying out the duties.
- Supportive parents and carers who engage well with the school.

The successful candidate must be able to:

- Work closely with colleagues as part of a friendly and supportive team.
- Provide financial and administrative support to the school to a high level of efficiency and accuracy.
- Ensure that all financial records are kept up to date

Job Description

Finance Officer Grade 8

Tasks

Financial Role

Develop and maintain effective budgetary control processes by:

- Supporting with financial matters in school, under the direction of the external Bursar, to ensure the school's successful financial performance
- In conjunction with senior leadership, ensuring financial resources are optimized and utilized for the school's needs and best outcomes
- Ensuring senior managers are provided with accurate, timely and relevant monitoring information including analysis of trends and projected expenditure
- Ensuring all requirements of corporate financial regulations and the scheme for financing schools are complied with
- Undertaking the administration of HR and payroll systems
- Support and manage parental payments e.g. school lunches, trips, on MIS (ARBOR)
- Overseeing school bank accounts, ensuring money is banked, orders are raised, invoices are paid promptly, money owed is collected and clear records are kept
- Processing and approving all school credit card transactions
- Assist with procurement and sponsorship

Administration

- Manage Schools inventory system (SMARTLOG)
- Manage manual and computerised record/information systems
- Analyse and evaluate data/information and produce reports/information/data as required
- Undertake typing and word-processing and complex IT based tasks
- Provide personal, administrative and organizational support to staff
- Undertake administration of procedures e.g. Schools Central Record
- Complete and submit forms, returns etc. including those to outside agencies e.g. DfES

Admissions

- Be responsible for the admissions process for the school including reception intake and leavers
- Maintain records for free-school meals eligibility

Responsibilities

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals and the wider community
- Attend and participate in regular meetings
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Keep records in accordance with school's record retention schedule and data protection law, ensuring information security and confidentiality

The Finance Officer will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Finance Officer will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.

Please also take a look at our website [New Hinksey Primary School – 'Living life in its fullness'](#)

We warmly welcome school visits prior to application. Please get in touch if you would like to arrange a visit.

Telephone: 01865 242 169

Email: head.3213@new-hinksey.oxon.sch.uk

Closing Date: 19 July 2026 at 23:59

Safer Recruitment

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.