



New Hinksey C.E. Primary School

Living life in all its fullness

FINANCE OFFICER GRADE 8

Salary scale	Grade 8	Hours per week	20 hours or (2.5 days)
Accountable to	Headteacher	Salary	Grade 8, £31,537 FTE (pro rata amount approx. £12,900)
Reporting to	Headteacher	Contract Type	Part-time Fixed term (1 year) from 1/9/2026

Administration and organisation

To provide quality financial advice and support for the effective monitoring of the school's budget in accordance with the prescribed financial regulations. To be responsible for undertaking administrative, organisational processes within the school and assisting with the planning and development of support services.

TASKS

Financial Role

Develop and maintain effective budgetary control processes by:

- Advising senior managers (e.g. headteachers and governors), and, where necessary, provide guidance on the best way of maximising the use of financial resources to meet the school's needs
- In conjunction with senior managers, ensuring financial resources are optimised and utilised for best outcomes.
- Ensuring senior managers are provided with accurate, timely and relevant monitoring information including analysis of trends and projected expenditure.
- Provide regular budget monitoring, identifying and reporting concerns to senior staff
- Preparation of budgets, completion of statutory returns in order to meet legislative requirements in line with corporate accounting standards and timescales.
- Assist senior managers with analysing resource requirements in the areas of admin support staff
- Ensure all requirements of corporate financial regulations and the scheme for financing schools are complied with. Where cases of non-compliance are identified liaise with senior staff (e.g. headteachers and governors)
- Undertake the administration of HR and payroll systems
- Support and manage parental payments e.g. school lunches, trips

Wider roles within the office

Organisation

- Deal with complex reception/visitor etc. matters
- Contribute to the planning, development and organisation of support service systems, procedures, policies
- Support with the organisation of school trips/events etc.
- Supervise, train and develop staff as appropriate

Administration

- Manage manual and computerised record/information systems e.g. Arbor
- 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 organisational support to staff
- Provide administrative and organisational support to the Governing Body
- Undertake administration of complex procedures e.g. Schools Central record
- Complete and submit complex forms, returns etc., including those to outside agencies e.g. DfES



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Resources

- Operate relevant equipment/complex ICT packages
- Provide advice and guidance to staff, pupils and others
- Undertake research and obtain information to inform decisions
- Assist with procurement and sponsorship
- Assist with marketing and promotion of the school
- Manage administration of facilities including use of school premises

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

Other Areas of Responsibility

- Work collaboratively with our Admin Support to welcome visitors, deal with parents' questions and requests, handle queries on the phone or email
- Oversee school bank accounts, ensuring money is banked, orders are raised, invoices are paid promptly, money owed is collected and clear records are kept
- Process the school credit card transactions

Admissions

- Be responsible for the admissions process for the school including reception intake and leavers
- Collaborate with Admin Support for distribution of welcome packs for new children
- Maintain records for free-school meals eligibility

Administration

- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times
- Provide administrative support as required for the headteacher and governing body

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.



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Person specification – Finance officer		
Category	Selection Criteria: Essential	Selection Criteria: Desirable
Qualifications/Training	<ul style="list-style-type: none"> • Previous financial experience • Very good literacy skills • Able to manage and control work to professional and quality standards within budgetary deadlines • Influencing and negotiation skills 	<ul style="list-style-type: none"> • AAT level 3 (member of AATQB) or appropriate qualification • Significant relevant experience (e.g. schools finance experience) • First Aid training • Safeguarding training
Knowledge, Skills and Experience	<ul style="list-style-type: none"> • Experienced in the use of spreadsheets and word processing software • Able to use financial systems to extract relevant information • Literate and articulate with excellent interpersonal skills • Willing to develop personally and professionally, with evidence of continuous training and development • Clear understanding of customer care and commitment to quality service provision 	<ul style="list-style-type: none"> • Experience of development, management and operation of administrative systems (Arbor, IBC Portal desirable) • Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation
School Ethos	<ul style="list-style-type: none"> • To uphold the vision and values of the school • To uphold the ethos of the school 	
Relationships	<ul style="list-style-type: none"> • Work constructively as part of a team, understanding school roles and responsibilities and your own position within these • Ability to relate well to children and adults 	