

Liberty Primary School

Liberty opens the doors to opportunities



Job Description for Finance Officer

Post: Finance Officer

Appointment Start Date: TBC

Contract Type: Part time, Permanent

Salary/Grade: ME7

Hours: 25 hours per week, 41 weeks per year (39 weeks term time plus 2 weeks for Year End and Month End processes during holidays)

Location: Liberty Primary School, Western Rd, Mitcham, Surrey CR4 3EB

Responsible to: Operations Manager & Headteacher

Job Purpose: To support the Headteacher in ensuring the smooth, efficient, and compliant financial operation of the school. The Finance Officer plays a critical role in processing financial transactions, maintaining accurate records, managing ParentPay, and contributing to overall financial planning and reporting.

Financial Administration	<ul style="list-style-type: none">• Process and manage all invoices, income, banking, and journals.• Complete monthly bank reconciliations, month end processes, and maintain petty cash records.• Administer finances for school dinners, trips, clubs, nursery payments, extended services and other services.• Maintain and manage the finance@liberty.merton.sch.uk inbox.
Financial Planning & Compliance	<ul style="list-style-type: none">• Prepare year-end accounts and audit-ready documentation.• Evaluate and prepare annual school budgets with the Headteacher and Governors.• Support the Headteacher in producing statutory returns including CFR and SFVS.• Monitor financial performance and provide variance analysis.• Support financial planning aligned to the school improvement plan.• Ensure all financial procedures comply with Local Authority, DfE, and audit regulations.• The opening and closing of the school financial budget
ParentPay System	<p>Oversee the daily management of ParentPay, including:</p> <ul style="list-style-type: none">• Uploading payment items• Monitoring income, generating reports and issuing debt letters• Escalate ongoing debt issues to the Operations Manager.• Support other staff with resolving payment issues. <p>Complete end-of-year rollover and setup for the new academic year.</p>
Governance and Reporting	<ul style="list-style-type: none">• Attend SLT and Governing Body/Committee meetings as required to provide financial reports and advice.• Prepare documentation including budget reports and CFR Returns

Support to the Headteacher	Provide courteous reception and administrative support to the Headteacher, including: <ul style="list-style-type: none"> • Handling calls, emails, and correspondence • Arranging hospitality for visitors • Filing and recordkeeping • Prioritising urgent matters
Joint Administrative Responsibilities	Work collaboratively with the administrative team to ensure smooth school operations. <ul style="list-style-type: none"> • Support pupil data management (e.g., SIMS, filing paperwork). • Provide high-quality reception service to parents and visitors. • Respond to general enquiries by phone, email or in person. • Maintain a tidy, efficient, and safe office environment. • Support first aid/welfare procedures for unwell or injured children (as required).
Safeguarding, Data Protection & Compliance	<ul style="list-style-type: none"> • Follow all school safeguarding procedures, ensuring that all visitors are appropriately checked and recorded. • Ensure the confidentiality and integrity of all school data. • Administer DBS and pre-employment checks for new staff and volunteers. • Assist with statutory and non-statutory returns and audits (e.g. Census, workforce return).

Holiday Working Requirement

Easter Holidays: 1 week to complete year-end and budget setting tasks.

Summer Holidays: 1 week to finalise month-end and prepare financial systems (FMS and ParentPay) for the new academic year.