



# CANDIDATE BRIEF

## FINANCE OFFICER

  
**QUEENSMEAD**  
excellence through learning

# LETTER FROM THE HEAD TEACHER



Dear Applicant

I am delighted that you are expressing an interest in working at Queensmead. I took up the position of Head Teacher in 2009 and it fills me with pride when I reflect on what we have achieved in this time and how we continue to build on our outstanding work. We are committed to ensuring that every student at Queensmead excels and has the very best start in life. Our standards are high and our expectations are clear and consistent.

During my time I have seen some exceptional teachers and also witnessed remarkable growth in teachers. I am proud that several members of my leadership team started their careers as ECTs in our school. We are committed to your development and providing you with the opportunities and support to progress in your career.

I wish you luck with the application process and invite you to visit us and see the school for yourself. Indeed, it was the students and the team that inspired me and many others to join Queensmead!

If you have any questions on the recruitment process, please email [recruitment@qmschool.org.uk](mailto:recruitment@qmschool.org.uk) or visit our website:- [www.queensmeadschool.org.uk](http://www.queensmeadschool.org.uk)

Yours sincerely

Rhona Johnston  
**Head Teacher**

# HOW TO APPLY



Applications must be received by **9am** on **Friday 4th April 2025**.

Please email your completed application form and covering letter for the attention of the Head Teacher to:  
**[recruitment@qmschool.org.uk](mailto:recruitment@qmschool.org.uk)**

If you have any questions, please email [recruitment@qmschool.org.uk](mailto:recruitment@qmschool.org.uk)

# DEPARTMENT OVERVIEW



## Purpose of Role

Provide effective and efficient administrative financial support services to the School Business Manager, Head Teacher, Governing Body and Trust

## Main Duties and Responsibilities

- Raise orders and commitments for stock and services in line with the Trust's financial regulations policy
- Process orders, invoices, credit notes and local income using the appropriate budget code against the correct department
- Ensure all orders are approved by the Head Teacher prior to processing and purchase orders are raised
- Check and follow-up all outstanding orders and delivery/stock queries as required
- Process internal recharges
- Balance and enter credit card expenses monthly, ensuring spend is within credit limit
- Check the system for unauthorised/unprinted orders, and unauthorised invoices and ensure all payments have been raised
- Monitor and reconcile bank statements and assist SBM in the monthly reconciliation
- Be responsible for receiving and checking goods on delivery
- Process petty cash in line with the financial regulations and process reimbursements
- Ensure that records are kept and re-claims made for individually funded pupils
- Provide information to help the SBM to monitor the budget and take financial decisions
- Assist the SBM in making statistical returns to the LEA and DfE
- Inform curriculum budget holders of budget/expenditure on a monthly basis
- Create and upload supplier BACs payments runs, notifying the nominated persons when it is ready to be authorised
- Assist the SBM with the paperwork for audits
- Maintain the Fixed Asset Register in accordance with the Trust's Financial Regulations Policy
- Issue invoices to GLL for electricity and water charges
- Monitor and reconcile payments received and to make for school trips
- Set up, monitor and reconcile payment items received on iPay
- Make adjustments as necessary and log payments in relation to Pupil Premium in conjunction with the Pupil Premium Coordinator and the SBM
- Process Teacher Release Claims
- Process Sales Invoices when required

## Other

- Attend and participate in relevant meetings, training and other learning activities and performance development as required
- Be aware of and comply with 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 all pupils have equal access to opportunities to learn and develop. To demonstrate an understanding of and a commitment to equal opportunities and diversity and to the standards of customer care
- Be responsible for own health and safety, as well as that of colleagues, pupils and the public. Employees should cooperate with management, follow established systems of work, use protective equipment where necessary and report defects and hazards to management
- Duties and responsibilities of the post may change over time as requirements and circumstances change
- The above mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other duties as may be required by the Line Manager that are broadly within the grading level of the post and the competence of the post holder.

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## PERSON SPECIFICATION

### Knowledge

Good standard of general education including English and Maths

### Experience

- Experience of finance systems such as PS Financials
- Experience of undertaking a range of clerical and administrative duties including data input and retrieval
- Experience of working in an educational setting

### Skills / Abilities

- Good level of ICT competence: Bromcom, Word, Excel, Google applications, Financial systems e.g PS Financials
- Good interpersonal skills and the ability to communicate at all levels
- Must be able to meet targets and objectives in a timely and professional manner with minimum supervision
- The ability to undertake a wide range of financial and administrative tasks
- The ability to adapt to both varying tasks and those of a routine nature
- Ability to prioritise workload
- Ability to maintain effective working relationships at all levels and demonstrate a flexible approach at all times
- Adhere to the agreed procedures and audit requirements concerning financial record keeping, security, cash and assets
- Display commitment to the protection and safeguarding of children

### Personal Qualities

- Confidentiality and integrity
- Ability to work independently and as part of a team
- A sense of responsibility
- Flexibility and use of initiative, ability to work under pressure

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