

St Bede's Catholic College



Recruitment pack for the post of:

Finance Officer

20 hours per week, permanent, term time only

Pay scale BG8, SCP 12-17, £13,965 - £15,400 (actual salary)
(FTE £29,542 - £32,578)

Closing date: Noon on Monday 2nd November 2026



0117 377 2200



www.stbedescc.org



Long Cross, Lawrence Weston, Bristol, BS11 0SU

Finance Officer advert

Start Date: to be agreed

Salary: £14,149 - £15,603 (actual annual salary)

Location: St Bede's Catholic College, Bristol

Contract: Term time only, including inservice days

20 hours per week, Monday to Friday, 09.30 – 13.30. These times are negotiable for the right candidate.

An exciting opportunity has arisen for a Finance Officer to support with administration in the Finance office. This role is varied, and we are looking for an adaptable, organised, and resourceful individual able to prioritise effectively in a busy school environment.

WHAT WE OFFER:

- Flexible, Term-time only working for a strong work-life balance
- The opportunity of working within a supportive, friendly environment in this well run and respected school.
- Good opportunities for personal and career development.
- A caring and inclusive school committed to helping every child reach their potential
- Ongoing training and professional development opportunities
- A supportive and experienced staff team
- Excellent facilities and resources
- Free on-site parking (subject to availability)
- Free access to the Employee Assistance Programme and counselling services
- Pay for one additional day of annual leave awarded each year for the first five years of service
- Access to the on-site gym
- An excellent pension scheme (LGPS, Avon Pension Fund)
- Cycle to work scheme participation

THE RIGHT CANDIDATE WILL HAVE:

- GCSE English and Maths at grade C/4 or above.
- Previous administration experience.
- A proven ability to work on their own initiative.
- A high level of communication skills
- The ability to use relevant technology/equipment.
- A can-do attitude.
- A commitment to the happiness well-being, self-esteem and progress of everyone at the school.

Safeguarding: St Bede's Catholic College is committed to safeguarding and promoting the welfare of children. We expect all staff to share this commitment. The successful applicant will be subject to an enhanced DBS check, which must be maintained.

All posts at St Bede's are subject to a probationary period.

St. Bede's Catholic College

Long Cross, Lawrence Weston, Bristol, BS11 0SU

T: 0117 377 2200 E: contact@stbcc.org W: www.stbedesccl.org

Principal: Mr R. J. King, M.Ed



Dear applicant

St Bede's Catholic College is a great place of learning with a unique culture and climate. Visitors comment on a calm and industrious place where children are stimulated and challenged to develop their talents and encouraged to strive for excellence. Achievement and effort are valued and celebrated. Within and outside the classroom numerous opportunities exist for young people to unlock their talents and develop self-worth, esteem, confidence, resilience and independence.

Children are enthusiastic about life in college and embrace the many opportunities to grow in faith, developing religious understanding and a sense of service. Spiritual and moral development lies at the heart of our work and is a major strength within this vibrant faith community, where every child is valued.

Young people are encouraged to strive for excellence in every aspect of their work. We hold high expectations of ourselves and all those who work within our community and these translate to the children in our care. They are enabled from the early stages to be active, enquiring and critical open-minded thinkers; to be ambitious for themselves and broaden their horizons.

The college has a long-standing tradition of scholarship and academic success. The value of hard work is never underestimated; this, coupled with inspirational and passionate teaching, enables everyone to fulfil their potential and walk tall with confidence.

As important as they are, education at St Bede's is about much more than examination results as you will discover when you visit this vibrant community where quality is all pervading.

Yours faithfully

Mr R King

Principal



The St Bede's Way

The St Bede's Way is a practical guide to the culture at St Bede's. It is the way we aspire to do things, the expectations we have of each other and the support we provide to help us all succeed. It is the aim of all our community, both adults and students.

St Bede's has one simple message: **Work Hard. Be Kind. Do The Right Thing.**

Where Excellence meets Purpose

At St. Bede's Catholic College, we believe our colleagues are the heartbeat of our institution. We are not just a school; we are a vibrant faith community committed to fostering an environment where every member—student and staff alike—thrives.

We are looking for a Finance Officer who is organised, proactive and detail-oriented, with a commitment to maintaining accurate financial records and supporting the effective financial management of the College. Whether you are an experienced finance professional or looking to develop your skills in a supportive environment, we would love to hear from you.

As you consider joining our team, here's what we promise to provide you:

Inspiring Mission and Values:

Be part of a community driven by a rich heritage and a commitment to excellence in education. Our Catholic values permeate everything we do, creating a purpose-driven work environment.

Collaborative and Inclusive Culture:

Embrace a culture of collaboration, where your unique skills and perspectives are valued. We are committed to creating an inclusive atmosphere that celebrates diversity and encourages open dialogue.

Professional Growth and Development:

Your growth matters to us. Access ongoing professional development opportunities, workshops, and mentorship programs to ensure you stay at the forefront of your field and achieve your career goals

Student-Centric Approach:

Experience the joy of shaping young minds. Our student-centric approach prioritises their holistic development, providing you with the satisfaction of contributing to their growth and success

Work-Life Balance:

We understand the importance of a balanced life. Enjoy a supportive work environment that values your well-being, providing flexibility and resources to help you maintain a healthy work-life balance.

State-of-the-Art Facilities:

Work in a modern and well-equipped campus that fosters a positive learning environment. Our facilities are designed to inspire creativity and innovation in both students and staff.

Community Engagement:

Engage with the local community and make a difference beyond the classroom. Join initiatives that connect our school with the broader community, reinforcing our commitment to social responsibility.

Join St. Bede's Catholic College and be part of a community where your skills are appreciated, your growth is nurtured, and your contributions make a lasting impact on the lives of students.

JOB DESCRIPTION

JOB TITLE: Finance Officer,

GRADE: BG8 Point 12-17

20 hours per week term time only including inset days

MANAGED BY: Business Manager

Purpose of the Job

To organise and provide comprehensive high quality financial administrative support to promote efficient delivery of the purpose and mission of the College

Key Job Outcomes

Organise and complete a range of financial administrative duties, including:

- Placing orders for goods and services with external suppliers, and the processing of invoices for payment.
- Cash handling, reconciliation and provision of summary records on transactions; maintaining and reconciling petty cash.
- Raising invoices through Sales Ledger.
- Data entry and associated verification and coding procedures to facilitate income and expenditure processes.
- Preparation of cash and cheques for banking, and bank reconciliations, in respect of the St Bede's Catholic College accounts.
- Providing a range of standard and financial reports, analyses, statistics and returns in support of budgeting, forecasting, final accounts and monitoring processes, or in support of special projects being undertaken by the college.
- Ensuring high quality filing systems are developed and maintained for all processes carried out by the Finance Function.
- Respond to a range of routine and more complex written, telephone and 'face to face' enquiries of a financial nature, including referrals from the college's reception service, from a variety of sources to ensure good resolution.
- Accurate operation of a PC to amend / manipulate / develop: spreadsheets, databases and other computer applications including Iris Financials and Bromcom to produce data & statistical information and reports for management as required, in addition to supporting the overall objectives of the Finance team.
- Compose, type and distribute routine and more complex correspondence and prepare more specialist/technical draft documents for approval as required.
- Provide advice on St Bede's Catholic College financial processes and procedures to colleagues to ensure consistency and understanding.
- Provide support for the processing of peripatetic music lessons and Home to School Transport payments.
- To carry out other duties as directed by the Principal.

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes. It is the responsibility of all staff to ensure good service within the college in the absence of their colleagues.

General Accountabilities

- A. So far as reasonably practicable, the post holder must promote safe working practices within their work areas.
- B. Work in compliance with the College policies and procedures.
- C. Ensure that output and quality of work is of a high standard and complies with the high expectations of the college for all employees
- D. The Governors are the employers of all staff within the college and they have adopted the Catholic Education Service Disciplinary and Grievance Procedures and Contracts of Service.
All employees participate in an annual review of performance and agree targets for further development.
- E. Undertake training appropriate to developing the role
- F. Support the Catholic ethos of St Bede's as a Catholic college.

This job description sets out only the key outcomes required. It does not specify in detail the activities required to achieve these and will change in order to meet the needs of pupils and the college.

Employee Specification

St Bede's Catholic College

JOB TITLE: Finance Officer

GRADE: Bede's Grade 8

ESSENTIAL (Must have)	DESIRABLE (Should have)
Knowledge & Experience Proven competence in administration equivalent to NVQ level 2. Experience of financial administration. Experience of maintaining and manipulating computerised and/or paper based data/information. Good working knowledge of spreadsheets Working knowledge of word processing Ability to gather data and prepare accurate standard financial summaries/reports Numerate Abilities & Aptitudes Ability to communicate clearly, in both written and oral forms; to assess any given situation and to respond in the appropriate manner. Confident and accurate creation/use of spreadsheets and other IT systems Ability to manage multiple projects at any given time, to plan and prioritise tasks and manage time effectively to ensure work objectives and deadlines are met. An understanding of the requirements in shaping the image of a customer orientated organisation. Numerate and capable of undertaking accurate financial and other calculations. Ability to file and retrieve information both in paper and electronic formats. Ability to handle information securely and confidentially. Ability and willingness to work cooperatively as part of a team. Commitment to, the College's Core Values and their impact on delivering effective services.	Knowledge & Experience Experience of working in a service orientated environment. Experience of working with Bromcom and IRIS software. Implementing new financial systems and procedures in line with best practice. Experience and/or knowledge of administration quality assurance systems. An awareness of equal opportunities.
SPECIAL CONDITIONS: The job involves working with children and will be subject to Disclosure and Barring Service checks.	

Ready to make a difference? Apply today

Please complete the application form, available electronically via Eteach or as a word document on request, and submit this with a letter outlining your experience and suitability for this role by noon on Monday 2nd November 2026.

No other application forms or curriculum vitae' will be accepted.

We are an equal opportunities employer and committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment.

We follow safer recruitment practices and appointments are subject to an enhanced DBS check, satisfactory references, online screening, qualification verification and evidence of your right to work in the UK. We are not able to offer visa sponsorship.

Our safer recruiting and safeguarding policies are available on our website: www.stbedescc.org

Offers of employment are subject to Enhanced Disclosure and Barring Service clearance, excellent references and medical clearance

St Bede's has a superb reputation locally, within the Diocese and nationally. We are recognised by the Diocese as an Outstanding Catholic school and hold the SEND Inclusion award that recognises our high-quality education for students with SEND. In addition, we hold a Beacon status for Holocaust Education, the Geography Quality Mark and an award from the Incorporated Society of Musicians in recognition of excellence in Music. We have also been recognised for 'Leadership through moral purpose', 'Engaging with evidence and research' and for our outstanding results by SSAT. The College has also recently been awarded the Leading Parent Partnership award in recognition of our work with parents and re-accredited as Investor in People

