



Tatworth

Primary School

Title: School Finance Officer
Location: School Based / Hybrid Working
Reports To: School Business Manager
Contract: Part-Time
Approx. 16 hours per week. 43 Working Weeks (term time) + 5 additional weeks
Salary Range: Grade 10 (£32,909 - £37,261)

An exciting opportunity has arisen at Tatworth Primary School for a School Finance Officer to join our team. The successful candidate will have some experience of working in a School and the FMS system, to ensure that all systems and procedures are effectively administered in accordance with financial regulations and other agreed school policies.

The newly appointed School Finance Officer will have excellent financial management skills and be able to work effectively and professionally with various stakeholders. The successful candidate will be responsible for integrated financial planning, preparing and monitoring the annual and monthly budget, checking and approving payroll, BACs payments, meet all deadlines for the provision of financial information and payments to the business and support services of the School.

Duties will also include monthly bank reconciliations and accruals, processing of invoices, journals and set up accounting systems.

It is essential that the Finance Officer has the ability to produce accurate work on a consistent basis, within designated timelines and with the ability to work under pressure, reacting positively to changing workloads and priorities.

Tatworth Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All post holders are subject to a satisfactory enhanced Disclosure and Barring Disclosure (DBS). The school has a commitment to safeguarding children, and has a culture of vigilance to support this.

Further details along with an application pack can be downloaded from the school website <https://www.tatworth.somerset.sch.uk/> or by contacting the School Office 01460 220565 or office@tatworthschool.co.uk

Please note that CVs will not be accepted without an application form. Visits to the school are very much welcomed.

Closing date: 31st January 2023

Start date: As soon as possible.