



South Charnwood High School

'encouraging excellence, valuing people'



Finance Officer

Application Pack



Finance Officer

Post: Finance Officer
Hours: 10 hours per week, worked over two or three days (i.e. Wednesday to Friday). 410 hours per annum
Salary: Grade 7 - FTE £27,717 to £29,076. Actual Salary £8,089 to £8,679 per annum
Contract: Permanent, Term time plus 3 weeks (41 weeks)
Start: As soon as possible

This is an exciting new opportunity to join our school. You must be articulate, well-presented and be flexible, with the ability to be organised, punctual and efficient in managing workloads and time effectively.

Experience in a finance or administration role is desirable, but not essential, along with knowledge and expertise of using Microsoft Office (noticeably excel and word).

You should have a good all round education, common sense, and be willing to get involved in all aspects of school life. You will need the ability to be calm and tactful in difficult situations. You need to be able to exercise absolute discretion and maintain a high level of confidentiality both within and beyond the School.

Our ideal candidate will have:

- Excellent numeracy and administrative skills and knowledge.
- Excellent communication skills that allow effective communication with all levels of school staff, Trustees, pupils, contractors and 3rd party suppliers.
- Proficient IT skills and practical experience in Google and Microsoft applications.
- A passion for working with children.
- The ability to work on your own initiative.

In return we offer:

- Free parking
- Cycle to work scheme
- Supportive and friendly environment
- Training and CPD opportunities
- Generous Employer Pension contribution

You are very welcome to visit us prior to application. Please call to agree a suitable date and time to look around the school and meet our staff and pupils. We look forward to hearing from you.

If you have any question, please telephone 01530 242351 or email:

recruitment@southcharnwood.org

As this job is designated as a 'regulated activity' an enhanced DBS check with Barred list check is essential

Closing date for applications: 9.00am, Monday 26 October 2026

'South Charnwood High School - Committed to Safeguarding Children and Young People.'

Letter from the Headteacher

Dear Applicant

Thank you for taking interest in the post of Finance Officer to start at South Charnwood High School as soon as possible. I hope you find the following details informative as you consider the opportunity of joining our very successful school.

At the heart of my educational philosophy is a conviction to ensure that every child achieves their full potential; academically, socially, morally and personally. We have a duty to provide an outstanding and exciting curriculum that strives for excellence so that no pupil underachieves. Pupils should be given opportunities to take responsibility for themselves and their own learning. Our young people deserve expert care, support and guidance from staff, parents and the wider community to help them make informed decisions. Every pupil must feel able to develop their own unique personal qualities, to develop high self-esteem, self-worth and self-respect as they become the young adults of the future. We have very high expectations of both staff and pupils.

Having converted from a 10-14 high school to an 11-16 academy in 2014, the school has sustained outstanding GCSE results year on year demonstrating that our pupils make much better progress than similar students nationally. The school is oversubscribed and pupils are highly motivated to succeed. In addition, we ensure that all Year 11 pupils receive support and guidance to apply for suitable post 16 courses.

The Finance Officer role is crucial in providing comprehensive financial support for the School, supporting staff, suppliers and management. This includes being the first point of response for queries and ensuring all processes are completed in a timely and responsible manner.

At South Charnwood, we invest in the continued professional development of all of our colleagues. Our CPD programme focuses on whole school priorities based on research, best practice and our excellent links with other schools.

We are totally committed to raising aspirations and achieving fantastic outcomes for all pupils. Our young people are names not numbers. Therefore, we are seeking to appoint an enthusiastic & dynamic person to build on the achievements of the past and support the school to further outstanding success in the future. If you have the desire to work hard, believe in a holistic approach to education and want to transform lives, with the full support of experienced colleagues, then this is a very exciting opportunity. I look forward to receiving your application.

Simon Andrews

September 2026

Job Description

Post Title	Finance Officer
Overall responsibility	To provide reliable and efficient financial support to the school as a whole.
Reporting to:	Business Manager
Liaising with:	All school staff and suppliers
Salary/Grade	Grade 7

Main Duties

- Order administration including placing orders for all staff and keeping detailed electronic records.
- To act as the first point of contact for enquiries from suppliers regarding orders, and purchase and sales invoices.
- Assisting budget holders in managing their budgets effectively. This could include offering purchasing advice and support and producing budget statements.
- Process payments for all invoices and the school credit card. Keep electronic records. Complete weekly BACs run and print/scan/email/post remittances.
- Raise and send sales invoices, using the Access Finance system.
- Produce timely bank and credit card statement reconciliations.
- Work with and provide information for internal and external auditors.
- Arrange bank collections and create a journal for banking and keep records.
- Process journals for all ParentPay payments and keep records.
- Keep whole school records of Papercut use and process journals monthly
- Assist the Business Manager with managing the individual school trips budgets. This will include journalising subsidies and reconciling accounts once trips have been completed.
- To maintain pupil premium and energy spreadsheets to assist the relevant budget holders manage and monitor their budget expenditures against budgets.
- Organise and maintain pupil damage/vandalism payment chasing.
- Ensure pecuniary interest records are up to date and reviewed annually.
- To maintain filing systems to ensure that information is kept up to date and easily accessible.

General Duties

- To undertake training in accordance with job requirements and performance reviews.
- To comply with the requirements of equal opportunities GDPR, copyright, health & safety and other relevant legislation and school policy.
- Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities of the post as defined, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.

Personnel Specification - Finance Officer

Criteria	Essential	Desirable	Where?
Qualifications & Professional Development		Finance and Business related qualification	Application form
Application	Well-constructed application which clearly addresses the requirements of the job details.		Application form
Experience/Skills	Excellent data, Excel and word processing skills. Good literacy and numeracy skills. Excellent inter-personal skills Ability to communicate effectively with pupils, colleagues and a variety of other stakeholders. Excellent organisation and time management skills. Ability to prioritise work. An understanding of the need for confidentiality. Willingness to undertake personal development and training		Application form Application form/ reference Interview/reference Interview/reference Interview/reference Reference Reference/ Interview Application form/interview.
Motivation	Evidence of self-motivation and the ability to be self-critical, and to		Reference/ Interview

	evaluate your own performance. Ability to use initiative. Ability to be calm whilst working under pressure. Be flexible, prepared to assist colleagues to meet deadlines and to be able to react to changing priorities.		Reference Interview/reference Interview/reference
Temperament	Friendly and helpful manner. Evidence of a sense of humour. Evidence of showing commitment and enthusiasm. Ability for forming excellent working relationships.		Interview/reference Interview Interview Reference

Completed October 2026