



**Bigland
Green
Primary
School**

Bigland Street, London E1 2ND

Tel. 020 7702 7088

Finance Officer

Salary:	Scale 3-4, Points 5-10 (£28,545 to £30,771) pro-rata (term-time only) Negotiable
Hours:	35 hours per week, 8:30 AM to 4:30 PM or 8:45 AM to 4:45 PM (based on the needs of the school)
Start date:	April 2024
Closing day:	Friday 15 March 2024 by 12:30 PM
Interview:	Week beginning 18 March 2024

The successful candidate must have relevant qualifications and a good understanding of school finances and admin. They will have a good grasp of processes involved for procurement, keeping financial records, and general admin in schools. The successful candidate will work alongside highly skilled people and have the opportunity to further develop their own skills to move to the next level.

Ideally, the candidate will have some experience of finance and admin in a school or similar settings. The post is open to candidates who may not have much experience but have the necessary qualifications for the role.

There will be good provision for CPD and training for the post-holder. Bigland Green offers:

- curious children who are eager to learn, and have good support from parents;
- highly skilled staff members with a strong attachment to the school's mission;
- admin and finance staff members who work as a strong team;
- a highly supportive governing body.

Bigland Green Primary is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will require an enhanced DBS clearance. We are dedicated to equality and valuing diversity.

Potential candidates are strongly welcome/encouraged to visit the school. Please telephone or email to arrange a visit or an informal conversation with the headteacher.

How to apply: For an application form, please visit our website
<https://biglandgreen.towerhamlets.sch.uk/vacancies/>

Please return your application to: **enquiries@biglandgreen.towerhamlets.sch.uk**

Job description for the **Finance Officer**



**Bigland
Green
Primary
School**

Responsible to:	Finance Manager
Salary:	Scale 3 to 4, Points 3 to 10 (£27,711 to £30,771) pro-rata and depending on qualifications and experience (negotiable)
Hours:	35 hours per week, term time only

Purpose of the post

The post-holder will carry out specific financial and administrative tasks under the guidance of the Finance and Office managers. They will support in ensuring that various financial and admin tasks are discharged effectively. The successful candidate will have the opportunity to work alongside highly skilled colleagues and develop their own skills set to the next level.

Main responsibilities

- To place and process orders and invoices on the school's accounting system.
- To check incoming stock deliveries and arrange for distribution and storage.
- To arrange payment of invoices for stocks, including checking supplier statements.
- To maintain accurate supplier records.
- To use of the school's accounting system within the school's financial code of conduct policy.
- To liaise with budget holders and advise on how to order, how to obtain best value etc.
- To monitor stock items, resources and raise purchase orders accordingly.
- To maintain and reconcile the cashless systems.
- To work as part of the admin team to ensure the smooth running of the office.
- To be committed to their own professional development, and undertake training as needed.
- To support the finance and administration team as needed.
- To provide general administrative support as required.

All staff are expected to:

- Support the school values and adopt the school's mission and vision.
- Follow school policies, practices and procedures and encourage others to do the same.
- Support safeguarding and child protection measures and promote the welfare of students.
- Undertake any other reasonable duties commensurate with the role as determined by the Headteacher and/or line manager.

Person specification

Essential (text in black ink)

Desirable (text in green ink)

Qualifications & Knowledge	a	GCSE Grade A-B in English and mathematics
	b	A'Level in English and mathematics and/or a relevant degree
	c	Professional qualification in Business Management/Finance i.e. AAT, ACCA or any other recognised finance qualification
	d	Knowledge of the use of databases
	e	Understanding of the need for and commitment to maintaining excellent attendance and punctuality A clear understanding of workplace professionalism, particularly in relation to privacy and confidentiality
	f	An understanding and commitment to all aspects of equal opportunities
	g	Understanding of and commitment to Bigland Green's mission and vision

Skills & Experience	a	Effective communication skills (both oral and written)
	b	Good organisational and interpersonal skills and ability to meet deadlines
	c	Proven Microsoft Office and IT skills
	d	A good standard of experience with Microsoft Excel and willingness to continue with CPD in Excel and Finance training
	e	Experience of interacting directly with all stakeholders
	f	Able to adapt quickly to changing circumstances and take speedy appropriate action when circumstances require it Experience of working with Finance/budgeting software
	g	Experience of working in finance – schools or other

Others	a	A positive 'can-do' attitude and commitment to assisting others in your team
	b	Hardworking, resilient and professional
	c	Resourcefulness, enthusiasm and flexibility to work under pressure
	d	Commitment to own continuing professional development and to supporting the professional development of others
	e	Commitment to the highest standards of safeguarding and child protection
	f	Flexible in approach and attitude, willing to do what is needed.
	g	The post holder will undertake any other duties required commensurate with the grade, and seniority of the post

If you feel you can contribute to the school's mission and it's Learning Vision as a Finance Officer then we would like you to make a strong application.

Bigland Green Primary School's mission is to provide teaching and learning that helps children to become:

- *confident individuals* who enjoy learning, make progress and achieve;
- *successful learners* who are able to live safe, healthy and fulfilling lives, and;
- *responsible citizens* who make a positive contribution to society and the world.

The school has identified six steps to achieving its mission. These six steps to success are encapsulated in the school's **Learning Vision**. All key stakeholders (pupils, staff, parents, governors & volunteers) strive for the full implementation of the Learning Vision.

