

## Deepcar Primary Partnership - Finance Officer

Grade 5 Spinal Point 15 - 20 (£27803 - £30296) Pro Rata

### Permanent Position

The Governing Body at Royd Nursery Infant and Deepcar St Johns CE Junior School are looking to appoint a finance officer to work across the two schools. The role is to provide an efficient and effective financial administration service to both schools.

Initially the role will be based predominately at the school office at Deepcar St Johns Junior School.

We are looking for an enthusiastic, highly skilled and passionate staff member to become part of our thriving, friendly schools.

The working hours are 37 hours per week for 39 weeks per year

Monday and Tuesday 8.40am- 4.40pm

Wednesday- Friday 8.50am to 4.40pm

### Duties and responsibilities

1. To operate computer based and manual financial and clerical systems within the School in a secure manner.
2. To undertake financial tasks in accordance with agreed policies, appropriate legislation and financial regulations and standing orders.
3. To operate the Schools financial systems, including processing and review of orders, deliveries and invoices.
4. To prepare appropriate documents for the Headteacher, Business Manager, Governor Committees, budget holders, auditors and the LA as required.
5. To work with the Executive Headteacher/Headteacher to perform the year end procedures.
6. To be responsible for ensuring that premises, supplies and services quotations are instigated and completed.

7. To negotiate with suppliers and contractors to ensure best value in regard to goods, services and contracts.
8. To place orders for goods and equipment, checking deliveries and invoices in accordance with current procedures and financial regulations.
9. To authorise invoices for payment and cheque signatory responsibility, releasing payments to suppliers/service providers.
10. To operate, maintain and develop appropriate systems for financial monitoring as required e.g. educational trips, School credit card purchases.
11. To guide colleagues in relation to best value practice and efficient use of public monies.
12. To operate, maintain and develop the School inventory and prepare the annual report to the Finance Committee including any write-offs.
13. To journal transactions as necessary.
14. To operate, monitor and review the Schools petty cash and Private Fund accounts, undertaking the safe collection, correct handling, recording and banking of cash in accordance with financial regulations.
15. To operate and maintain all systems associated with income received by the School, including the security of cash receipts and to ensure invoices are raised in a timely manner for all services provided by the School.
16. To operate, maintain and update the pecuniary interest requirements for all staff on an annual basis.
17. To assist the Headteacher with the annual budget administration, co-ordinating and monitoring subject leader budgets throughout the year.

18. To liaise with teaching and support staff and respond to enquiries on matters within the post holders responsibility.
19. To provide support to the Headteacher as required.
20. To have a high level of numeracy and ICT skills
21. Attend the Finance Governors sub committee meeting on a termly basis
22. Coordinate and oversee the use of Parentpay across both schools for breakfast and after school clubs.

Any other duties and responsibilities appropriate to the grade and role.

All the above duties and responsibilities to be carried out in accordance with Sheffield City Councils Policies (and/or Policies adopted by the School Governing Body), Standing Orders and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety.

To work at our schools you will need to -

Have excellent communication and organisational skills.

Ideally have experience of finance systems in schools.

Be friendly and approachable.

The ability to multi task in busy environments.

Have an excellent work ethic.

Be hardworking and enthusiastic.

We can offer you -

A friendly welcoming staff team.

A strong emphasis on team work.

Staff with a vision of excellence for the future.

Very supportive parents and carers.

Good working relationships with the Governing Body

Support from experienced finance personnel

Visits to the school prior to applying for this post are strongly encouraged. Please contact the school office on 0114 2883878 to make an appointment.

Application:

Application packs are available electronically by emailing [t.stocks@deepcar-st-johns.sheffield.sch.uk](mailto:t.stocks@deepcar-st-johns.sheffield.sch.uk)

All completed applications should be returned by email to the above email address for the attention of Miss L. Jones, Executive Headteacher

Closing date: 30th April 2025

Interviews: Tuesday 13th May 2025

References for shortlisted candidates will be requested before the interview.

Successful applicants will be required to undertake a DBS Enhanced Disclosure. The school is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment.

We may conduct online searches for shortlisted candidates prior to making our final decision. If any information obtained from the online searches raises concerns around someone's suitability for the role or to working with children then this may be raised with the candidate at interview and / or we may take advice from the local authority children's services.

Visas cannot be sponsored.