

Finance Officer

NJC Scale SO1

20 hours per week

Term time only

Are you an organised, detail-driven finance professional looking to make a meaningful impact in a school community?

We are seeking a committed Finance Officer to join our friendly and proactive administration team. In this vital role, you will manage the school's daily finances, ensure strict statutory compliance, and help optimize our resources to support the best possible educational outcomes for our pupils.

If you thrive in a dynamic environment, value financial probity, and want to be part of a supportive school community, we want to hear from you!

About the Role

As Finance Officer, you will have day-to-day responsibility for the school's financial administration, ensuring that all transactions are processed accurately, securely, and in line with relevant legislation, financial regulations, and school policies. You will work closely with the Office Manager, Headteacher, and Governing Body to support sound financial decision-making and ensure best value for money.

You will be a proactive member of the administration team, contributing to the ongoing development and improvement of financial systems and procedures, and promoting high standards of financial probity and business ethos across the school.

This role is ideal for someone who thrives on responsibility, enjoys improving systems, and takes pride in maintaining meticulous financial records.

Key Responsibilities

- Financial Management & Compliance
- Budget Monitoring & Reporting
- Governance & Strategic Support
- Income, Banking & Reconciliation
- Purchasing, Orders & Asset Management

About You

We're looking for someone who:

- Has a proven track record in financial administration within an educational setting.

- Is confident using computerised financial management systems such as Arbor, RM Finance or FMS
- Is highly organised, accurate, and able to prioritise effectively
- Is committed to financial probity, finding cost-effective solutions, and getting the best value out of school resources.
- Is a strong communicator with a collaborative approach
- Is committed to supporting the school's ethos and aims

We Offer

- A supportive, multicultural and friendly school community.
- A key role where you can make a real difference to pupils' lives.
- Opportunities for training and development.
- A collaborative team environment.

About Us

We are a friendly, supportive, and forward-thinking Rights Respecting and Values School with three forms of entry. Located in the London Borough of Hounslow, our school is easily accessible by London Underground, local bus routes, and free street parking.

As a vibrant, multicultural school at the heart of our community, we are proud of our extensive facilities, including a Sports Lodge, Multi-Use Games Area, football pitches, playgroup, and adult education centre.

If you're ready to bring your financial expertise to a role where your work truly matters, we'd love to hear from you.

Please Note: Due to the high volume of applications, we regret that we are unable to respond individually to all applicants. If you have not heard from us within four weeks of the closing date, please assume that, on this occasion, your application has not been successful.

Safeguarding and Equal Opportunities Statement

Beavers Community 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 postholders are subject to an enhanced Disclosure and Barring Service (DBS) check, references, and verification of qualifications and professional status.

We are proud to be an equal opportunities employer. We celebrate diversity and are committed to creating an inclusive environment for all employees and pupils. We welcome applications from all sections of the community, regardless of age, disability, gender identity, marital status, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

On-line checks will be undertaken prior to shortlisting.

Shortlisted candidates will be contacted by telephone and references will be requested prior to interview.

Please be aware that the school is unable to accept CVs; applications must be submitted using the official application form.

To Apply:

Please download an application pack from our website or email
office@beavers.hounslow.sch.uk

For further information, contact Gabrielle Hardy at
office@beavers.hounslow.sch.uk or telephone 020 8570 9347