



School Finance Coordinator

- Core hours will be between 9am and 12pm Monday to Friday.
- Working days include 188 term days and 2 days at the start of the academic year as well as an additional 5 days to be scheduled during the school holiday periods.
- Holidays to be taken during school holiday periods and arranged across the Finance team so that the Finance Office has the necessary cover during school holiday periods.
- Starting salary is equivalent to current CAN 17 with a maximum equivalent to CAN 21.
- This is a non-teaching post which will give the successful candidate an excellent opportunity to contribute to the work of the school.

Cheam Academies Network is seeking a highly organised and motivated Finance Coordinator to join our Trust Finance Team. This is an excellent opportunity for someone with strong administrative and numeracy skills who wants to play a key role in supporting the smooth financial operations of a busy secondary school.

Although this is a Trust-wide role, the successful candidate will be primarily based at Oaks Park High School, working closely with the Trust Finance Manager and Chief Financial Officer.

WHY JOIN US?

- Supportive and collaborative Finance Team
- Training and development opportunities
- Family-friendly core hours (09:00–12:00)
- A role that makes a meaningful contribution to school operations

If you are proactive, reliable, and committed to high-quality financial administration, we would be delighted to receive your application.

PERSON SPECIFICATION:

The postholder will be expected to work effectively with both teaching and support staff at all levels as well as students/parents and external agencies/contractors. They will thus need the following qualities:-

- Good communication skills: verbal and written
- Very good organisational and time management skills and the ability to work under pressure
- Is confident working with numbers and financial information
- Can build positive working relationships with staff, parents, and contractors
- Is adaptable, professional, and able to work under pressure
- Has good IT skills (Word, Excel) and is willing to learn new systems
- Can maintain confidentiality and demonstrate high professional standards

Training on Trust systems (including Access and ParentPay) will be provided.

This role is ideal for someone who enjoys structured administrative work, problem-solving, and supporting a team.

External Support:

The Trust employs auditors to support account preparation, inform the Trust of reporting requirements, undertake audits and also provide a Responsible Officer role. There is also the potential for external training and support as required.

The Trust uses the Access package to support its administration of Trust and school finances.

JOB DESCRIPTION: School Finance Coordinator**GENERAL**

The Finance Coordinator will support the accurate processing of financial information and provide high-quality administrative support to staff, parents, and external partners. Key responsibilities include:

1. Coordinating and processing school trips and other chargeable items on the parent payment system
2. Supporting staff and parents with payment system queries
3. Assisting with the processing of lettings income
4. Undertaking financial entries in line with Trust procedures
5. Researching contracts and obtaining straightforward quotes
6. Supporting auditors and external financial processes
7. Contributing to the smooth running of the Finance Office
8. To perform such similar duties as required by Headteachers and Trust Finance Manager/CFO.