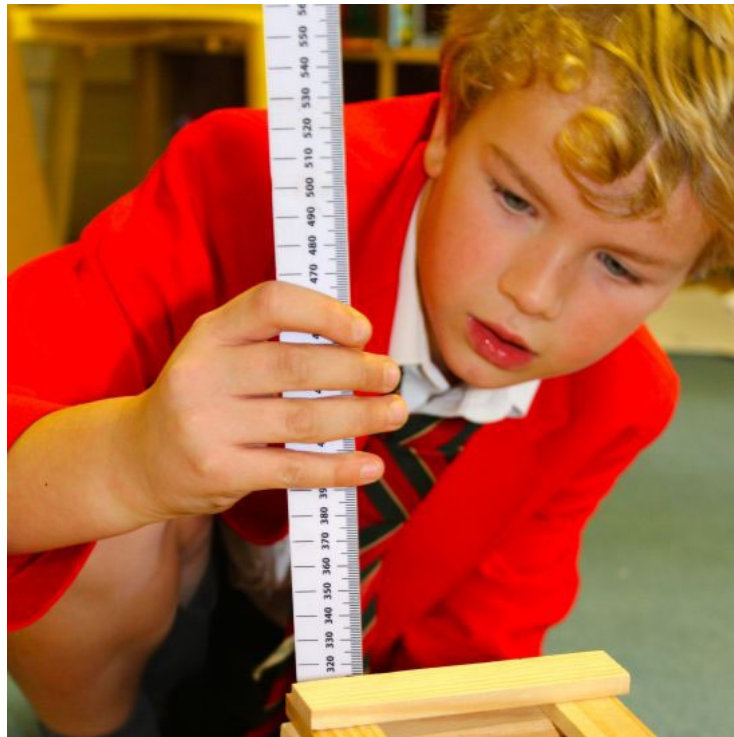




Finance Officer



Part Time: 2 days a week

Start date: as soon as possible

Salary: £35k to £45k pro-rata depending on experience

*Howe Green House is committed to the protection and safety of its pupils and follows safer recruitment practice. If called for interview you will need to bring your driving licence, passport or other photographic ID and **original** examination documents or certificates for verification. Online searches may be carried out as part of pre-recruitment checks for short listed candidates. The interview will also assess your suitability to work with children and will include questions relating to safeguarding and promoting the welfare of children.*

Howe Green House School



Howe Green House School is a unique environment where children are encouraged, supported and challenged to find their love of learning and stimulate their curiosity of the world.

Our small class sizes and outstanding wellbeing and pastoral care ensures children are not only known individually, but are truly understood and celebrated. The Howe Green House family is a remarkable and dedicated one, and the positivity, kindness and support between each member truly extends outside the school gates.

The children at Howe Green House are immersed in an incredible range of opportunities and are encouraged to try everything on a journey of self-discovery to find their passions – developing resilience and confidence along the way.

Our educational experience starts in Little Oaks Nursery, where the children explore their world and build their knowledge and understanding. These learning connections are then strengthened through the pre-prep and prep school where the wide curriculum allows them to develop their learning skills to be collaborators, problem solvers and decision makers. The children are able to move on to their senior schools of choice with great success and confidence.



JOB DESCRIPTION

Finance Officer 2 days a week

Howe Green House School wishes to appoint a finance officer to manage our day to day accounting needs. The successful candidate will be personable and flexible in their approach, enjoy problem solving, and have an interest in, and willingness to be part of the life of a busy independent school. This is an excellent opportunity for someone with initiative, who welcomes a challenge and thrives under pressure.

Main Responsibilities

The Finance Officer at Howe Green House will be responsible for the day-to-day running of our accounting system and to support the Headteachers and Bursar ensuring the efficient and effective use of the school's financial resources. They will be responsible for maintaining our accounting system using Xero; generating budgets and financial reports for SLT and governors.

Duties and Responsibilities

This is a new role at the school, and the role is likely to evolve over time. The days worked can be flexible or the hours split over multiple days. The Finance Officer will also support with some administration duties. Key responsibilities include, but are not limited to, those set out in the following list.

Administering of robust financial processes

- Day to day financial administration including, in relation to the school's finance system, invoice processing, month-end, bank reconciliations, petty cash etc.
- Monitor and evaluate the value for money of day-to-day expenditure
- Support the tendering and management of school contracts, ensuring that services are high quality and value for money

Ordering and making of payments

- Process orders for goods and services
- Process invoices and corresponding payments against the correct budget, checking for accuracy on receipt of goods and dealing with queries from suppliers
- Oversee the coding of invoices with the correct expenditure code and logging them on Xero.
- Control of petty cash ensuring receipts are obtained for all purchases and that purchases are made with regard to the School's finance policy

Tracking income

- Raise invoices and track payments of school fees.
- Manage the collection, recording, reconciliation and banking of monies.

Administration of the payroll and pension schemes

- Prepare payroll information – including contract variations, adjustments, starters/leavers, pension contributions, tax – on a monthly basis
- Administer and manage the school's obligations vis-à-vis the pension schemes of its staff

Preparing financial information

- Assist the SLT and Governors in reviewing financial performance against the school budget
- To generate and distribute monthly management accounts including balance sheets, P&L and budget comparisons
- Produce information as required by auditors and answer queries which may arise

Other

- Manage the financial aspects of school events and trips
- Support writing of bids for funding applications
- Attend relevant meetings and training sessions and to keep abreast of developments and changes in fields relevant to role
- Be responsible for your own continuing professional development, and undertake any additional training as appropriate (relevant CPD will may be paid for by the school)
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person