



**HIGHFIELDS
SCHOOL**

Boundary Way, Penn,
Wolverhampton WV4 4NT

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NOR 1787

SIXTH FORM 383

FINANCE OFFICER

Required as soon as possible

NJC Grade 5 (estimated actual salary £27,149 - £30,472)

37 hours per week

Term Time + 2 Weeks

We wish to appoint an experienced Finance Officer to join our Business Support Team, supporting our School Business Manager to provide efficient and effective administrative and clerical support in School Finance.

This is an exciting opportunity to join a vibrant, warm and welcoming school community. Our staff are well motivated and work with colleagues within and beyond the school and trust to ensure continuous professional development and develop best practice.

Highfields is a proud member of Lykos Multi Academy Trust, an active learning community committed to providing high quality and inclusive education for all.

Our Business Support Team offers:

- Experienced and supportive staff
- A creative and collaborative working environment
- Opportunities for personal development
- Generous holiday entitlement
- Membership of the Local Government Pension Scheme through West Midlands Pension Fund
- Access to the Cycle to Work Scheme

As a school we offer:

- A vibrant and exciting comprehensive school which is culturally and ethnically diverse
- Excellent examination results
- Outstanding student progress
- Well behaved students who are eager to learn
- Supportive parents who want the best for their children
- A large Sixth Form
- Modern and stimulating teaching facilities
- Excellent CPD opportunities at all levels

Please submit applications through [TES](#)

We strongly encourage prospective applicants to visit the school before applying. To arrange a visit, or to discuss this vacancy further, please contact Mr A Darkes – School Business Manager: adarkes@hswv.co.uk

Closing date: Monday 22nd September 2025 at 9am

Interviews: To be advised to successful applicants

Highfields School is committed to safeguarding and promoting the welfare of children and young people

This post is subject to satisfactory pre-employment checks including an Enhanced DBS Check and 2 very good references. For full details, please see our Recruitment Privacy Notice available from our Trust

website: <https://www.lykos.org.uk/our-trust>



HIGHFIELDS SCHOOL

Job Description

Post Title:	Finance Officer
Purpose:	<ul style="list-style-type: none">• To provide efficient and effective administrative and clerical support in School Finance.• To provide general administrative and clerical support.
Reporting to:	School Business Manager (SBM) and Trust Chief Financial Officer (CFO)
Responsible for:	Operational Finance
Liaising with:	All staff, CFO, Trust Schools, external agencies
Working Time:	37 hours per week – Term Time + 2 weeks
Salary/Grade:	Grade 5
Disclosure level:	Enhanced

Finance

- To work under the direction of the School Business Manager (SBM) in ensuring efficient and effective management of school finances.
- Ensure the efficient and effective operation of the order/invoice and payment system.
- Ensure timely and accurate preparation and submission of BACS runs.
- Reconciliation of School Charge Cards.
- Ensure the efficient and effective operation of the petty cash system.
- Invoice school income.
- Maintain and update the inventory and fixed asset register as required.
- Organise/oversee annual inventory and fixed asset stock check.
- Prepare timely and accurate information to enable the Chief Financial Officer (CFO) to reconcile bank accounts and create cash flow forecasts.
- Under the direction of the SBM and CFO, organise and prepare accurate information for annual audits.
- Provide timely system reports as requested.
- Work with finance staff in school and the Trust to support work and ensure compliance.
- Work with the Head of Sixth Form to obtain, distribute and monitor 16-19 Bursary Funding in line with DFE compliance guidance.

School Budget

- Provide the SBM with accurate and timely financial information for financial planning.
- Provide the SBM with benchmarking information to ensure value for money and assess the economy and efficiency of the draft budget.
- Provide the SBM with financial information to inform the expenditure of Learning School budgets.
- Collect manual school income and prepare for banking.

School Fund
<ul style="list-style-type: none"> • Maintain and update School Fund records. • Manage the School Fund's income and expenditure. • Prepare School Fund Accounts for internal and external audit. • To prepare/oversee the preparation of school Gift Aid reports.
ParentPay
<ul style="list-style-type: none"> • Manage and Develop ParentPay. • Monitor ParentPay Reports against actual income.
Admin and Clerical Support
<ul style="list-style-type: none"> • Provide general reception, administration and clerical support as directed by the SBM. • Provide high quality support for SLT as directed by the SBM.
Quality Assurance
<ul style="list-style-type: none"> • To implement and adhere to school quality procedures. • To contribute to the process of monitoring and evaluation in line with school procedures including performance criteria. • To contribute to the review of procedures and protocols. • Ensure all procedures and materials used are GDPR compliant.
Communications
<ul style="list-style-type: none"> • To communicate effectively with students and staff as appropriate. • Where appropriate, to communicate and co-operate with persons or bodies outside the school. • To follow agreed policies for communications in the school.
Management of Resources
<ul style="list-style-type: none"> • Ensure appropriate resources are in place for the efficient and effective daily operations.
Staff Development
<ul style="list-style-type: none"> • Work as a member of a designated team and contribute positively to effective working relations within the school. • Take part in the school's staff development programme by participating in training and professional development activities. • Undertake Appraisal Review.
Marketing and Liaison
<ul style="list-style-type: none"> • Take part in marketing and liaison activities such as Open Morning. • Support events and meetings held outside normal school hours.

Other Specific Duties

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To promote actively the school's corporate policies.
- To continue personal development as agreed.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Signed: Date:
Headteacher

Signed: Date:
Member of staff



HIGHFIELDS SCHOOL

FINANCE OFFICER PERSON SPECIFICATION

QUALIFICATIONS / TRAINING	ESSENTIAL	DESIRABLE
GCSE English and Maths (Grade 5) or equivalent.	✓	
Evidence of Continuous Professional Development.		✓

EXPERIENCE	ESSENTIAL	DESIRABLE
Experience of working with financial and administrative systems.	✓	
Experience of working in an educational setting.		✓
Experience of using Office 365 and management information systems (e.g. Bromcom).	✓	

SKILLS / KNOWLEDGE	ESSENTIAL	DESIRABLE
Excellent organisational skills.	✓	
An ability to plan, prioritise, implement and monitor tasks within set time scales.	✓	
Excellent attention to detail and high standards of accuracy.	✓	
Excellent communication skills.	✓	
Good standard of IT skills, including confident use of a wide range of software and digital tools to support efficient working practices.		✓
Ability to use own initiative appropriately.	✓	
Work constructively as part of a team.	✓	

OTHER	ESSENTIAL	DESIRABLE
Has a commitment to Safeguarding and promoting the welfare of children.	✓	
Personal presence and high expectations.	✓	

OTHER	ESSENTIAL	DESIRABLE
Positive outlook and strong work ethic.	✓	
Flexibility in working hours when necessary.	✓	
Sense of humour.	✓	