



Achieving Excellence Together

HR and Finance Officer

Job description

Reporting to	Teacher/ Head of Department/ VP Academic/ Principal
Hours	Full time
Salary	Staff are remunerated through the iBOS scale

Responsibilities

Human Resources Officer

- Work proactively with the HR team to deal with office issues and escalating to management as required
- Support the recruitment process by posting jobs onto the recruitment system and website
- Schedule interviews and assessments
- Send offer emails
- Generating contracts of employment, offer letters, addendums, conducting pre-employment checks, e.g. references
- Register all employees for enhanced DBS checks
- Coordinate the onboarding & leaver process
- Responsible for updating the HR landing page and the staff database
- Report the performance result to the line-manager
- Maintain Single Central Record
- General administration of systems and controls
- Perform other Ad-hoc duties

Finance Officer

- Run monthly Payroll and submit pensions
- Work closely with the SLT to provide a professional accounts service for the school.
- Manage day to day accounting procedures and record all financial transactions accurately.
- To be responsible for raising and issuing on a timely and accurate basis all school invoices and credit note requests. VAT status and authorisation.

- Prepare the aged debtor reports for regular review and take ownership of clearing the aged debtor ledger.
- To ensure all doubtful debts are properly accounted for within the financial year.
- Assist in regular chasing of outstanding debts. Keeping an accurate paper trail of all actions taken.
- Reconciling the bank account weekly and credit cards before payment is due.
- To process the weekly update of bank transactions.
- Ensure all documentation is maintained in-line with audit requirements.
- Implementation of financial administration systems.
- Act as the first point of contact for all account queries.
- Assist with matters relating to accounts and audits regarding preparation and audit on annual accounts.
- Train and support non-financial users on finance processes.
- Active involvement in school events as required
- Ad-hoc duties.

Desirable attributes and skills

- Exceptional knowledge of and experience with Cambridge core subject exams
- Excellent knowledge of school policies and protocols
- Experience in HR field
- IT literate
- Microsoft office literate
- Distant issues resolving
- Management and leadership skills
- Analytical and reflective mindset

Required knowledge and skills

- Excellent command of written English and grammar
- Must be comfortable with IT Systems and applications as the user will be using Word & Outlook
- Must have high attention to detail and accuracy
- Strong communication skills
- Ability to develop and maintain effective working relationships with both internal and external colleagues, customers, and stakeholder organisations
- Articulate and open communication with internal colleagues, and accurate reporting of information and data
- Effective co-ordination, reporting and communication skills
- Willingness to adapt working practices to meet changing organisational needs and circumstances
- Ability of understanding of office systems and application of continuous improvement principles
- Good organisational abilities
- Punctual, with good time management and self-management skills
- Troubleshooting attitude
- Motivated, and able to use initiative
- Ability to handle pressure and meet set deadlines, whilst also being flexible and adaptive