



At Longparish C of E Primary School, we are looking for a dedicated and highly organised Finance Officer to join our small, friendly team. This is a wonderful opportunity to become part of a supportive village school community where your professional expertise directly contributes to the well-being and success of our pupils.

The successful candidate will play a vital role in ensuring the school remains financially secure, compliant, and well-resourced. We are seeking a motivated professional who combines technical proficiency with a community-focused approach to help us maintain the warm and nurturing environment our school is known for.

### **Key Responsibilities**

- Support the preparation, management, and monitoring of the school budget.
- Manage day-to-day financial operations, including processing invoices, payments, reconciliations, and banking.
- Evaluate financial information and consult with the Headteacher and Governors to prepare a realistic and balanced budget for school activities.
- Maintain accurate financial records in accordance with audit requirements and Hampshire County Council regulations.
- Administer staff expense claims, payroll forms, and grant applications.
- Assist with tendering processes and purchasing decisions to ensure best value.
- Provide ongoing budgetary information to relevant stakeholders.
- Oversee administrative tasks, including maintaining inventories, recording staff absences, and processing HR-related forms.
- Assist with school enquiries, including liaising with parents, suppliers, auditors, and external agencies.
- Produce reports for, and attend, Governor Finance Committee meetings.
- Maintain financial databases and systems, ensuring data accuracy and security.
- Act as Data Protection Officer for the school and support ICT-related financial systems, ensuring compliance with data protection regulations.
- Ensure adherence to financial regulations, policies, and internal controls.
- Support health and safety compliance and other statutory requirements, as required.
- Contribute to wider school administrative and operational duties, as needed.



## Person Specification

- Educated to GCSE level standard or equivalent with 5 passes including English and Maths at Grade C or above
- Competent user of Word and Excel
- Experience of office systems with 1-2 years financial experience
- Experience in budget monitoring and forecasting,
- Understanding of requisition procedures, arranging and processing payments and keeping accurate records
- Understanding of financial regulations and procedures
- Experience of effectively supervising staff
- Familiar with Financial accounting system and demonstrates sound financial management
- Effective written and oral communication skills
- Ability to develop and maintain efficient administrative systems
- Capable of working on own initiative and able to prioritise workload
- Good Organisational skills and a good communicator
- Keyboarding skills/ knowledge of MS Office/Excel/Financial software/databases

## What We Offer

- **Supportive Staff Team:** A welcoming and collaborative environment where you are a valued member of our small school family.
- **Professional Growth:** Access to ongoing development opportunities tailored to school finance.
- **Tangible Impact:** The opportunity to see how your financial management directly supports classroom resources and pupil opportunities.
- **Village School Setting:** A professional role within a close-knit community