



**EduExec Recruitment
Limited**

EER232
Finance Officer
London
Immediate
£30,000

Managed day-to-day financial operations, including reconciliations, VAT returns, purchase orders, invoicing, supplier payments and reporting to Headteacher and Governors.
Supported broader business management, covering admissions, staff records, payroll and lettings.

EER232

Professional Profile

I am a proactive and reliable professional with over 10 years' experience working in both administrative and educational finance support roles. I bring strong organisational and interpersonal skills, with a proven ability to manage a varied and demanding workload. I am committed to furthering my career in education. Currently seeking a long-term opportunity to contribute my skills in a dynamic school environment.

Key Skills

- SIMS, FMS and Juniper school systems proficiency
- Microsoft Office Suite (Word, Excel, Outlook)
- Financial reconciliation and budget monitoring
- School communication systems (School Comms, ParentPay, ParentMail)
- Nursery and pupil admissions administration
- Processing invoices, purchase orders, and petty cash
- Staff and payroll administration
- Excellent written and verbal communication

Employment History

Finance Officer | London Primary School

Sept 2022 – 31st October 2025

- Managing financial processes including bank and credit card reconciliation, school fund accounting, and VAT returns
- Processing purchase orders, invoices, and credit notes; managing supplier payments
- Handling nursery admissions, registers, milk returns, and dinner roll figures
- Maintaining finance and admin email communications, archiving, and school post distribution
- Producing finance reports for Headteacher and Governors
- Assisting with school business management duties: budget monitoring, payroll, SLA contracts, lettings, and staff records
- Managing ParentComms, clubs, trips, invoicing for SEN support and external boroughs

Finance Admin Assistant | London Primary school

Nov 2021 – July 2023

- Managed calls, post, emails, and reception duties
- Used SIMS and FMS for pupil data and finance processing
- Supported website updates and policy uploads

Luke.johnson@eduexec-recruitment.com



REC

Corporate
Member



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- Handled ParentPay tasks and communications
- Assisted with DBS checks and visitor management

Admin Support | London Primary School

Sept 2013 – Dec 2021

- Delivered classroom support including SEN 1:1, group work, and lunch supervision
- Completed admin tasks: SIMS entries, dinner registers, uniform sales, and ordering
- Supported school events, newsletters, and remote learning logistics
- Assisted in safeguarding record-keeping, first aid, and external communications

Education & Training

- ILM School Business Manager Level 4
- AAT Level 2 (Working Men's College, 2023)
- Introduction to Sage Accounting (Working Men's College, 2023)
- AAT Level 1 Bookkeeping (Working Men's College, 2022)
- NCFE L2 Certificate in Principles of Team Leading (Working Men's College, 2021)
- School Business Manager Course (Open University, 2020)
- School Administrator Training (One Education New Skills, 2020)
- CACHE Level 3 Young People's Workforce (City & Islington College, 2012–2013)
- CACHE Level 2 & 3 Teaching Assistant (Working Men's College, 2011–2013)
- ILEX Legal Secretary NVQ Level 2 (Lambeth College, 2001–2002)
- GCSEs (The Grey Coat Hospital, 1996–2001): 6 A–C grades incl. English, Maths, Science

References

Available upon request.