



## Finance Officer

**Salary – D Grade – Full Time Equivalent £21,403 at D1**

**(Actual salary for 37 hours per week, Term Time Only is £18,307.80)**

**Hours negotiable, up to 37 hours per week worked over 5 days (Mon-Fri)**

**39 weeks per year - Term Time - Permanent**

Park Community School offers a fantastic working environment, a range of employee benefits and the opportunity to make a difference in a fast-paced and ambitious school.

We are recruiting a Finance Officer to join our team working within the admin office of the school. Reporting to the Finance Manager, this varied role covers all aspects of the school's day to day accounting operations as well as exposure to both Company and Charity financial reporting.

AAT qualified or working towards an AAT qualification, the ideal candidate will have experience of working in a busy finance office undertaking a wide variety of tasks under minimal supervision. Knowledge of school software systems, namely IBC, Tucasi and SIMS would be an advantage, but is not essential.

### Key Responsibilities

- Monitoring of budgets and liaising with budget holders to ensure spend in line with expectations, and authorisation of orders and invoices.
- Credit control including liaising with external customers and suppliers
- Maintaining spreadsheets/data collection for reporting to Finance Manager and SLT as required.
- Supervision of reception staff, being proactive in maintaining and developing administrative systems for a busy office.
- Monitoring and coding of procurement card spend.
- Lead in maintenance and audit of asset register.
- Deputise for Finance Manager if required.
- Other ad hoc duties as required by the Finance Manager.

To apply for this position, please download an application form from [www.pcs.hants.sch.uk](http://www.pcs.hants.sch.uk) or e-mail [recruitment@pcs.hants.sch.uk](mailto:recruitment@pcs.hants.sch.uk) to request an application form. We look forward to hearing from you.

**Closing date:** 7<sup>th</sup> February 2022

**Interviews:** To be arranged.

Park Community School is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All successful candidates will be subject to Enhanced DBS check along with other relevant employment checks. In promoting equal opportunities, the school welcomes applications from all sections of the community.