



Baydon St. Nicholas

Church of England (VA) Primary School

Roots to grow, wings to fly

JOB ADVERTISEMENT

Part-Time Financial Officer

6 hours per week – term time only

We are inviting applications for a Financial Officer to work approximately 6 hours per week (depending on work load). Hours can be arranged to suit the job holder, spread over two days, and are for term time only.

In this role you will work closely with the Governors, Headteacher and Administration Officer.

Using the SIMS FMS Financial computer programme (training can be arranged) you will be responsible for dealing with the finances of the school. Duties will vary to include:

- Control and management of the computerised financial systems and databases
- Prepare of analysis and reports for the LA, the Headteacher and the Governing Body
- Budgeting / Expenditure management
- Forecasting
- Cash flow analysis
- Preparing / Paying invoices
- Reconciling bank statement
- Submitting VAT return
- Reconciling Salary statements
- Income and Expenditure Return
- Audit returns
- Working knowledge of Excel
- Insurance and contract renewals

Application forms and further details are available on request from Shireen Waterer, Administration Officer, email admin@baydon-st-nicholas.wilts.sch.uk or phone 01672 540554. **Applications for the position must be received by Friday 22nd January 2021.** Interviews will be held on **Friday 29th January 2021.** The role is immediately available to ensure a hand over period with the current Financial Officer.

Baydon St Nicholas School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant in this role will be subject to a Full Disclosure and Barring Service check before the appointment is confirmed.

Respect

Kindness

Perseverance