



Finance & Operations Officer



St Mary's Catholic Primary School (Maltby),
Muglet Lane, Maltby, England, S66 7JU
Tel: 01709 812611
general@stmarysmaltby.org

Required: ASAP
4 days per week

St Mary's Catholic Primary School is a friendly and welcoming school with supportive parents and enthusiastic pupils, encouraged to 'be the best they can be'. Ofsted rating 'Good' April 2018 and RE Inspection of 'Outstanding' in February 2019 within close proximity to a thriving parish church community. The Governors of St Mary's Catholic Primary School are seeking to appoint a highly committed, experienced and passionate professional to join our school community as an Office and Finance Manager. We are looking for a highly motivated and skilled individual who can lead our school finances and support office functions, providing the highest standards of financial business ethos to our Catholic school.

The role requires an individual who can strategically lead and manage the business systems and services of the school's provision and financial administrative as

Aspects of the school in order to support the Headteacher. We are looking for someone to join our team to strengthen our current practice and work alongside other schools as part of the St Francis Multi Academy Trust in the Diocese of Hallam.

Working in partnership with staff, and an array of external agencies and providers, your financial strengths should be used to achieve maximum value and efficiency of all resources, and help our school in providing best value for all children.

Location: St Mary's Catholic Primary School, Maltby

Pay Scale: Band H Points 24 - 27 (FTE £31,099 - £33,820) Pro Rata, £22,730 - £24,718

Hours of work: 30 hours per week, term time only plus 10 days

Contract: 4 days a week

Start Date: ASAP

Closing date: Wednesday 19th April 2023 @ 9am

Shortlisting: Friday 21st April 2023

Interviews: Week commencing 1st May 2023

Completed application forms should be returned to: mwild@hallam-diocese.com

Criterion

1.	A good academic standard of education to GCSE 'A' level standard/NVQ level 3 or equivalent plus specialist training/development. (D)				
2.	Budget planning, monitoring and reporting experience. (E)				
3.	Good working knowledge of Education Finance. (D)				
4.	Relevant work experience of managing administrative (or similar) services or functions. (D)				
5.	Planning and development of administrative functions to meet the current and future needs of the Academy. (D)				
6.	Establishing and maintaining relationships with contracted service providers including negotiation on service agreements and establishment of new contracts. (D)				
7.	Management and development of a team working in the school office/s. (D)				
8.	Experience of income and expenditure from multiple sources (E)				
9.	Ensuring Financial controls are monitored, adhered to and support auditing (E)				
10.	Experience of pension admin under auto-enrolment (D)				
11.	Experience of cost centre accounting (E)				
12.	Experience of petty cash handling and processing (D)				
13.	Communication and Interpersonal skills within teams and with external agencies, staff, parents and children. (E)				
14.	Ability to carry out bank reconciliations. (E)				
15.	Organisation of financial management and ability to self-service working independently and alongside a team. (E)				
16.	Confidentiality of process and procedures, staffing and school life. (E)				
17.	Experience working in school office settings. (D)				
18.	Financial competence and good analytical skills to identify and rectify errors. (E)				
19.	Good verbal, communication and written skills. (E)				
20.	Ability to work to deadlines. (E)				
21.	Good working knowledge of IT systems including Microsoft office (E)				
22.	Advanced excel skills with ability to develop spreadsheets (E)				
23.	Ability to review financial information, identify and rectify errors. (E)				
24.	Showing care and attention to all the children in school and showing proficiency and care when contacting parents. (E)				