



18 HOURS PW Monday- Friday TTO + 1 week

Grade E SCP 17-19 £12,747 - £13,174 (actual salary) Pay award pending

Skelton Primary School is three form entry primary academy in the East of the Borough. We have extensive facilities and the children's motto 'the difference between try and triumph is UMPPH' sums them up well. Our pupils are curious, motivated and enjoy learning.

Our governors are seeking to appoint a Finance Officer to join our administration team working with our Business Manager. You will be working in a dynamic and rewarding environment with the flexibility of the school holidays. We need an inspiring and dedicated individual who will bring organisation and efficiency to our administration team. You will have a financial background and possibly previous experience of working with SAGE 200, processing of invoices and experience of the administration and reconciliation of payroll.

This role, by the very nature of the school, requires a high degree of confidence and capability in the use of IT systems. You will play a key role in maintaining the administration systems within the school. You will be flexible, be able to work under pressure and organise and prioritise your work commitments. Under the instruction/guidance of senior staff be responsible for undertaking administrative, financial, organisational processes within the school. Experience of working in a busy office environment is essential as is the need for a professional adaptable attitude in what can sometimes be a pressured environment.

In this role you will:

- work in a positive, creative and supportive environment
- have experience SAGE 200 and preferably (but not essential) knowledge of the SIMS system
- be self-motivated and able to act on own initiative
- have excellent organisational skills
- work under pressure and to deadlines
- undertake appropriate training
- be capable of operating computer based admin systems
- be a good communicator, with ability to work with all stakeholders, parents, children, senior management, staff members and governors
- have excellent literacy, numeracy, administrative and ICT skills
- be an organised professional with attention to detail and ability to take responsibility for outcomes

Visits to the School are warmly welcomed and encouraged. Please contact Deborah Chadwick, School Business Manager for further details or to arrange a visit – dates 24/06/25 – 27/06/25.

Application forms and further details are available from the school website www.skeltonprimaryschool.co.uk and returnable to Sarah Walker, Head teacher.

Closing date noon on 30th June, 2025

Interviews will take place during week beginning Monday 7th July, 2025

Skelton Primary School is fully committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment. Any appointment made will be subject to references and enhanced DBS.

Personal specification

| CODE | |
|------|-------------|
| A | Application |
| I | Interview |
| R | reference |

Finance Officer

| Experience | Essential | Desirable | Source |
|---|-----------|-----------|--------|
| Sound experience of providing excellent financial and administrative services and the ability to assist with the management and control of financial resources. | * | | A |
| Experience of maintaining accurate computerised records and systems and experience of SAGE 200 | * | | A |
| Experience of schools Finance Systems (SIMS) | | * | A |

| Qualifications / Training | Essential | Desirable | Source |
|--|-----------|-----------|--------|
| Relevant financial or finance technician qualification – e.g. AAT | * | | A + R |
| Excellent numeracy / literacy skills. | * | | A + R |
| 5 GCSEs (or equivalent) of Grade C or above including English and Maths. | * | | R |
| Educated to A level standard or equivalent | | * | A + R |
| Evidence continued professional development | | * | A + R |

| Knowledge / Skills | Essential | Desirable | Source |
|---|-----------|-----------|-----------|
| <i>Excellent communication</i> | * | | I + R |
| <i>Understand the need for confidentiality</i> | * | | I + R |
| Knowledge of relevant policies / procedures / standards and regulatory matters. | * | | I |
| <i>Initiative and ability to work independently</i> | * | | I + R + A |
| <i>Enthusiasm and interpersonal skills</i> | * | | I + R + A |
| Effective use of specialist ICT packages. | | * | I + R + A |

1. We would love to receive an application from you if you fulfil the essential criteria.
2. Application forms should be completed in full.
3. A letter or supporting statement should:
 - Be clear and concise and on a maximum of two sides of A4
 - Address the criteria identified in the personal specification above.
4. Please do not include any additional paperwork.