



# Alfriston School

## Sports College

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<b>Role:</b>	Finance Officer
<b>Salary:</b>	Bucks Pay Range 5 ISN 26-30 £33,158-£35,725 Pro Rata, Actual Salary £15,897-£17,128
<b>Contract Type:</b>	Fixed Term July 2026 – July 2027, Term Time + 2 Additional Weeks
<b>Hours:</b>	Part time; 22.5 hours per week.
<b>Start Date:</b>	As soon as available

Alfriston School is seeking a dedicated and detail-oriented Finance Officer to join our supportive and dynamic team. This is an exciting opportunity to play a key role in delivering high-quality financial operations within a forward-thinking educational environment.

### About the Role

- The Finance Officer will provide essential operational finance support across the school and its trading subsidiary, ensuring all financial transactions are processed efficiently and in line with academy policies.
- This varied role combines hands-on transactional processing with financial insight, reporting, and collaboration with staff across the school.

### Key Responsibilities

- Process and manage financial transactions accurately, including purchase orders, invoices, payments, and income
- Maintain financial records, reconciliations, and month-end processes (accruals, prepayments, journals)
- Support budget holders and senior leaders with finance queries and reporting
- Lead on Accounts Payable and Accounts Receivable functions, including supplier management and credit control
- Monitor income and expenditure, identifying and resolving discrepancies
- Assist with budgeting processes, audit preparation, and financial reporting
- Ensure compliance with financial policies, procedures, and delegated authorities
- Provide guidance and training on finance systems such as Xero/Xfe and ApprovalMax

### What We're Looking For

We are looking for someone who:

- Has experience working in a finance or accounts role
- Is confident using financial systems and Excel
- Has a proactive approach to problem solving and continuous improvement

**To Apply:** Please visit our website [www.alfristonschool.com](http://www.alfristonschool.com) to apply via MyNewterm today! If you would like to make an informal visit please also contact Mrs Ellie Davison, via [recruit@alfristonschool.com](mailto:recruit@alfristonschool.com) who will be delighted to arrange this for you.



## **Join Our Team at Alfriston School – Where Passion Meets Purpose**

Are you looking for a meaningful role where you can make a real difference in the lives of young people with special educational needs?

Alfriston School is an outstanding Special Academy for girls aged 11–18 with moderate learning difficulties and speech, language, and communication needs and we're looking for caring, committed professionals to join our team.

### **Why Work at Alfriston?**

**Outstanding Facilities:** Work in a purpose-built environment featuring interactive classrooms, class sets of laptops and iPads, specialist performing arts and music spaces (including a dance and recording studio), and extensive indoor and outdoor sports facilities - including our architect-designed swimming pool tailored for students with sensory needs.

### **Staff Wellbeing is a Priority:**

At Alfriston, we believe that supporting our students starts with supporting our staff. We are deeply committed to staff wellbeing and have a range of measures in place to promote a healthy work–life balance, including:

- Access to confidential wellbeing support
- Time and space for self-care built into the school's culture
- Personalised support for managing the emotional demands of working in special education
- A strong, caring team ethos where your voice is valued and respected

### **A Supportive and Collaborative Culture:**

You'll be joining a team of passionate, specialist educators and support staff who care deeply about our students – and about each other. We foster a collaborative and inclusive environment where everyone is encouraged to grow, share, and succeed.

### **Staff Benefits Include:**

- A warm and welcoming workplace culture
- Structured professional development and progression pathways
- Onsite parking
- Excellent transport links (Chiltern Line and M40 nearby)
- Discounts on hiring school facilities
- Close to Beaconsfield's shops, cafes, and amenities

At Alfriston, we know that happy, well-supported staff deliver the best outcomes for students. If you're looking to join a school where your wellbeing is prioritised and your work truly matters, we'd love to hear from you.

**Apply today – and be part of something extraordinary.**



## **Finance Officer Job Description**



**Responsible to:** Academy Business Director

### **Job Purpose**

To deliver high quality operational finance support, ensuring financial transactions are processed accurately and controls are applied consistently across the school and trading subsidiary. The role combines transaction processing, academy understanding and financial judgement, ensuring that day-to-day financial activity is processed correctly and that academy-level financial information is accurate, understood and usable for budgeting and forecasting.

### **Key Accountabilities**

- Operational Finance Delivery: Ensure financial transactions are processed accurately, authorised appropriately and recorded in line with Academy policies and procedures.
- Financial Control and Reporting: Prepare month-end journals, accruals and prepayments, maintain reconciliations, and monitor income and expenditure to ensure accurate financial reporting and timely escalation of issues or variances.

### **Finance Support**

- Implement and manage both manual and computerised financial and management information systems (e.g. Xfe, ApprovalMax etc).
- Maintain accurate financial records and accounts for the school.
- Support the Senior Leadership Team and budget holders with day-to-day finance queries.
- Provide staff training on finance systems processes and procedures.
- Act as first point of escalation for operational financial issues.
- Promote compliance with the Academy finance policies, procedures and delegated authorities.

### **Accounts Payable (AP) and Transaction Processing**

- Receive and review purchase requisitions submitted by various departments.
- Verify the requisitions align with budgetary constraints and financial policies.
- Process and manage purchase orders for goods and services.
- Act as main point of contact to manage supplier relationships, resolving any issues or discrepancies related to orders.
- Facilitate the processing of invoices, credit notes, and payments received from suppliers in accordance with financial policies.
- Ensure invoices are accurate and comply with agreed terms before processing for payment.
- Process staff expenses and travel claims in accordance with budget allocation and in compliance with policies.
- Ensuring all purchasing records are accurate and up to date for financial reporting purposes.
- Reconcile supplier statements, resolve purchase ledger issues, and liaise with auditors.
- Coordinate payment runs for approval and ensure timely distribution of remittances to suppliers.
- Perform monthly reconciliation of credit card transactions to ensure all purchases are properly recorded and supported by appropriate documentation.
- Reconcile bank statements, monitoring transactions related to purchasing activities and ensure proper accounting.
- Manage petty cash transactions, ensuring accurate recording of small-scale purchases.
- Facilitate the purchase ledger to ensure accurate posting of purchases, payments, and credits.

- Responsible for banking of cheques and cash.
- Assist with audits and financial reporting providing necessary documentation and support during internal and external audits.

### **Accounts Receivable (AR) and Income Monitoring**

- Generate sales invoices creating accurate sales invoices based on sales orders or contracts, ensuring correct pricing, payment terms and customer details are reflected in the invoices.
- Distribute sales invoices to customers in a timely manner.
- Monitor the accounts receivable, carrying out the accounts receivable ledger to track outstanding invoices.
- Follow up with customers to ensure timely payments and resolve any billing issues.
- Coordinate Credit Control, implementing procedures to minimise overdue accounts.
- Record income and expenditure, posting sales income and other related transactions to the financial ledgers.
- Reconcile the accounts receivable ledger investigating and resolving any discrepancies.
- Prepare and raise contracts and invoices for funding streams (e.g. The Sports Partnership Programme) on an annual basis ensuring all documentation is accurate.

### **Month-End and Financial Reporting**

- Prepare accruals, prepayments and journals for review.
- Maintain reconciliations and supporting schedules for audit and reporting.
- Monitor income and expenditure accuracy, including aged creditors and debtors, escalating discrepancies or unusual balances.

### **Budgets**

Maintain and update ApprovalMax ensuring accurate budget holder information and workflow.

Review budgets with budget holders using Xfe to ensure correct coding of transactions and ensure alignment with budgetary guidelines.

- Assist in preparing annual departmental budgets; generate, distribute and support budget holders in completing them, and compile the data for review by the ABD.
- Assist the ABD in preparing financial records for audit purposes ensuring all documentation is accurate and up to date.
- Undertake other reasonable finance related duties as directed by the Headteacher or Academy Business Director.

### **Additional Responsibilities**

- Support the HR and administrative function of the school when required.
- Undertake any other duties as reasonably required by the Headteacher.

## Person Specification



### Qualifications & Training

Criteria	Essential	Desirable
A good standard of education (e.g. GCSEs including Maths and English or equivalent)	<input checked="" type="checkbox"/>	
Relevant finance/accounting qualification (AAT or equivalent)		<input checked="" type="checkbox"/>
Evidence of continued professional development	<input checked="" type="checkbox"/>	

### Experience

Criteria	Essential	Desirable
Experience working in a finance or accounts role	<input checked="" type="checkbox"/>	
Experience of accounts payable and receivable processes	<input checked="" type="checkbox"/>	
Experience of financial systems and accounting software	<input checked="" type="checkbox"/>	
Experience preparing reconciliations and supporting financial reporting	<input checked="" type="checkbox"/>	
Experience supporting budgets and working with budget holders	<input checked="" type="checkbox"/>	
Experience working in an education, public sector or academy environment		<input checked="" type="checkbox"/>
Experience supporting internal or external audits		<input checked="" type="checkbox"/>

### Knowledge & Skills

Criteria	Essential	Desirable
Strong understanding of basic accounting principles and financial controls	<input checked="" type="checkbox"/>	
Ability to process and analyse financial data accurately	<input checked="" type="checkbox"/>	
Proficiency in Microsoft Excel and financial systems	<input checked="" type="checkbox"/>	
Ability to prepare journals, accruals and prepayments	<input checked="" type="checkbox"/>	
Understanding of budget monitoring and financial reporting	<input checked="" type="checkbox"/>	
Strong organisational and time management skills	<input checked="" type="checkbox"/>	
Excellent attention to detail and accuracy	<input checked="" type="checkbox"/>	
Ability to identify and resolve discrepancies	<input checked="" type="checkbox"/>	
Knowledge of academy finance procedures and compliance requirements		<input checked="" type="checkbox"/>

### Personal Attributes

Criteria	Essential	Desirable
Excellent communication skills, both written and verbal	<input checked="" type="checkbox"/>	
Ability to build effective working relationships with staff and external stakeholders	<input checked="" type="checkbox"/>	
Proactive and solution-focused approach	<input checked="" type="checkbox"/>	
Ability to prioritise workload and meet deadlines	<input checked="" type="checkbox"/>	
High level of integrity and confidentiality	<input checked="" type="checkbox"/>	

Flexible and adaptable to changing priorities	<input checked="" type="checkbox"/>	
Commitment to supporting the wider school community	<input checked="" type="checkbox"/>	

### Other Requirements

Criteria	Essential	Desirable
Commitment to safeguarding and promoting the welfare of children and young people	<input checked="" type="checkbox"/>	
Willingness to undertake relevant training	<input checked="" type="checkbox"/>	
Ability to support wider administrative or school functions when required	<input checked="" type="checkbox"/>	

Alfriston School is committed to safeguarding and promoting the welfare of children which will be reflected throughout recruitment. The selected candidate will be required to undertake reference checks, an enhanced DBS check and internet/social media checks before taking up the post.