

WORK WITH US AT FRAMLINGHAM COLLEGE

Recruitment Pack



Finance Officer

Employment Status	Full Time • Permanent
Employment Location	Framlingham College Prep & Senior School
Closing Date for Applications	Midday Friday 8 th May 2026
Interviews Week Commencing	Applications will be reviewed upon receipt.

IMPORTANT INFORMATION

Framlingham College is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

framlinghamcollege.co.uk/employment

Framlingham
COLLEGE

WHERE EVERY PUPIL CREATES THEIR OWN STORY



Welcome from the Principal

Dear Applicant,

Thank you for your interest in the position of Finance Officer at Framlingham College.

Framlingham College is a co-educational day and boarding school comprising of the Prep School in the beautiful surroundings of Brandeston Hall, and the Senior School which is set in the stunning surroundings in the market town of Framlingham.

We require a suitably qualified accounts professional to work within our busy but friendly Finance Team. The primary focus of the role is to provide timely and accurate information and strong financial support to the Finance Manager. This will be delivered by managing the Payroll and Fees (Sales) Ledger and providing timely and accurate financial analysis for the College. Experience of using accounting packages is essential and payroll experience desirable. Previous experience gained in an accountancy or finance office is essential. The post is required Monday to Friday up to 37.5 hours per week. Open to flexible working arrangements, subject to successful completion of probation. Salary range is £27,495-£32,253, depending on qualifications and experience.

Application is by application form only. Recruitment packs are available from the HR Department on 01728 723789, email: hr@framlinghamcollege.co.uk or from www.framlinghamcollege.co.uk.

We offer a supportive working environment, complimentary gym membership as well as free lunch each day the kitchen is operational.

Louise North
PRINCIPAL, FRAMLINGHAM COLLEGE



How to Apply

Before applying, you are strongly advised to read through the Application Guidance Notes and Job Applicant Privacy Notice (available on our website).

Please submit your completed application form via MyNewTerm. CVs will not be accepted in place of a completed application form in the absence of good reason. CVs may be submitted in addition to the application form to provide further background information.

Applications will be reviewed upon receipt. You will be notified of an exact interview date if you are shortlisted for interview.

Please send your cover letter and completed application form to: The HR Department, **Framlingham College, College Road, Framlingham, Suffolk. IP13 9EY.** You can also email your application to: **hr@framlinghamcollege.co.uk**

All information within your application will be treated confidentially.

References

All successful appointments at Framlingham College are subject to receipt of two satisfactory references and all applicants will undergo child protection screening, including checks with previous employers and the Disclosure and Barring Service. Further information can be found within the Application Guidance Notes.

Employee Benefits

The successful candidate will be eligible for the following benefits upon commencement of employment:

- Competitive rates of pay;
- A free lunch each day when the kitchen is operational;
- Free parking for all employees;
- Auto-enrolment into a contributory pension scheme with Legal & General;
- Access to a pensions adviser;
- Professional development and ongoing CPD through internal and external training;
- Personal Accident Insurance;
- 24/7 access to our Employee Assistance Programme;
- Complimentary membership of Framlingham College Sports Centre, which includes access to the swimming pool, gym, tennis and squash courts;
- FramSoc membership, which includes free or discounted admissions to seminars in the College Theatre or Chapel;
- Cycle to Work scheme;
- Discounts with many local businesses within Framlingham;
- Family Swimming Sessions at Framlingham College Sports Centre;
- Christmas Shutdown.

Job Information

Reports To

Finance Manager

Job Location

Framlingham College Senior

Hours

Full-time (52 weeks of the year) 37.5 hours per week

Holiday:

25 days plus bank holidays

Job Description

JOB PURPOSE

To assist the Finance Manager in maintaining accurate financial records, ensuring compliance with processes and procedures, and providing timely analysis to senior management and Department Heads

KEY RESPONSIBILITIES:

This is not an exhaustive list, and the post holder will be expected to show flexibility and assist with other tasks of a similar nature. The post holder will be expected to work at Framlingham Prep as well as Senior School as necessary.

Management of External Contacts

- Preparation of timely returns to HMRC, Teachers' Pension Scheme, Support Staff pension provider and liaison with those bodies to ensure accuracy and compliance.
- Ensuring suppliers are all paid according to our terms in a timely and accurate way.
- Producing fully allocated year end accounts for submission to the auditors and liaison with the auditors throughout the year to ensure accurate records are maintained.
- Maintenance of a close working relationships with the College bankers.
- Liaison with the internal IT department and direct with the suppliers of the Oasis/Beaver accounting system.

Staff Related Responsibilities

- Offer support and guidance as a senior member of the Finance team.
- Ensuring that all financial policies are followed within the department.
- Ensure financial policies and procedures and disseminated through the school and adhered to by staff.
- Dealing with staff queries on salaries, pensions and budgets.
- Attendance at suitable training days.

Asset Management

- Maintaining suitable records to the satisfaction of the College Auditors.
- Providing timely and accurate finance and accounting information, including analysis of variances and recommendations for rectification actions as required.
- Production of the monthly payroll.
- Manage the fee (sales) ledger including distributing invoices and answering queries relating to those documents.
- Advise on technical financial aspects of payroll such as tax, NI and pension contributions.
- Provide salary analysis.
- Ensure reconciliations of all codes and sub ledgers are regularly conducted.



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Monitoring and Managing Unplanned Expenditure

- Highlighting potential areas of overspend to the Finance Manager.
- Management of cashflow to ensure College remains within agreed limits.
- Ensure adequate and appropriate policies and procedures are in place throughout the College to maintain financial integrity.
- Assist the Finance Manager in ensuring all members of staff adhere to financial policies and procedures.

Health and Safety

- To ensure adherence to the H&S policy by themselves and other members of the Finance team.

Skills

- Ability to work through issues quickly and clearly.
- Excellent decision making capabilities while working under pressure and to tight timescales.
- Must be able to remain calm and professional while dealing with suppliers; service providers such as utility companies; HMRC; bankers; pension scheme providers; auditors; pupils; staff.
- Ability to provide accurate and timely information to senior staff together with explanations and recommendations.
- Flexibility in dealing with tasks with the ability to deal with ad hoc matters as they arise alongside monthly, termly and yearly reporting deadlines.
- Ability to use initiative to ensure that the impact of issues arising in accounting are analysed and advice passed on to the senior team for the appropriate action to be taken as necessary.
- Proactive input is also required to ensure control and reporting systems are continually under review to deliver accurate, timely and useful information to aid whole school decision making.

It is the post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact with, to adhere to and ensure compliance with the school's Safeguarding Policy at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the school's Designated Safeguarding Lead.

This Job Description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties. Employees will be expected to comply with any reasonable request from management to undertake work of a similar level that is not specified in this job description. It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

Person Specification

E = Essential • D = Desirable

QUALIFICATIONS

Hold an AAT Qualification or qualified by experience	E
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PROFESSIONAL COMPETENCIES AND SKILLS

Strong administrative skills	E
Ability to multi-task	E
High level of IT literacy with working knowledge of Microsoft Office	E
Excellent communication skills; both verbal and written	E
Ability to set up and improve IT Systems	D
Knowledge of charitable accounting	D
Knowledge of tax compliance issues	D
Experience of running payroll	D

PROFESSIONAL EXPERIENCE

Experience gained in financial administrative role	E
Experience of financial procedures, management information reporting, managing monthly accounts and budgeting and forecasting	E
Experience of cash analysis and payroll	E
Experience of dealing with VAT & NI returns	D
Experience gained working in a school environment	D
Experience dealing with HMRC and pension providers	D
Experience preparing year-end accounts	D

PERSONAL ATTRIBUTES

Flexible approach with ability to adapt to changing priorities	E
Excellent accuracy and attention to detail	E
Ability to put financial detail into a wider business context	E
Ability to work as part of a team	E
Positive 'can do' attitude with ability to develop new skills quickly	E
High level of confidentiality, discretion and tact	E
Ability to use initiative and work autonomously	E
Calm, approachable and helpful	E

SAFEGUARDING

Awareness of safeguarding issues	E
Knowledge of safeguarding children legislation and good practice	D

Our Location

Framlingham College comprises of the Prep School in the beautiful surroundings of the idyllic neo-Tudor Brandeston Hall beside the River Deben in the village of Brandeston, and the Senior School, set amongst stunning surroundings in the market town of Framlingham - approximately five miles from Brandeston.

The town of Framlingham pre-dates its mention in the Domesday Book of 1086 and is perhaps most famous for its castle. This magnificent monument occupies a hill on one side of the town's mere, while the Senior School campus tops the rise opposite.

On Tuesdays and Saturdays, the town centre hosts a busy market selling food and drinks, gifts and collectibles. Framlingham boasts a range of independent shops, covering practically every need, while the numerous eating places and pubs cater to almost every taste.

Just a few miles from Suffolk's Heritage Coast - embracing Aldeburgh and Southwold, amongst many other seaside locations - Framlingham is about 35 minutes by car from the county town of Ipswich, 40 minutes from Bury St Edmunds in the west of the county and an hour from the city of Norwich in Norfolk.

There are regular trains from Ipswich to London's Liverpool Street station. London Stansted Airport and Norwich Airport are each just over an hour's drive away from Framlingham.

About Framlingham College

Framlingham College is a co-educational, independent boarding and day school for pupils aged 3 - 18.

The College embraces pupils with a wide range of interests and abilities and offers a huge number of co-curricular activities and sports that complement our academic curriculum and enrich our pupils' experience. We believe that learning happens within and beyond the classroom; our pupils and staff have high expectations of and for themselves within a supportive and aspirational environment. We believe in instilling curiosity, a spirit of enquiry and a love of learning for learning's sake, in every pupil.

Our vision is to develop in each child the knowledge and skills they need to thrive as global citizens in their adult world.

