

Finance Officer



**Key Stage 4 Centre
Barncroft Campus
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Hemel Hempstead
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The Application Process

We hope that this application pack and our website www.desc.herts.sch.uk ignite a desire to apply for this post.

Visits and discussions are most welcome. Please contact Natasha Moore on 01442 247476, Option 1, to arrange a visit.

Closing date for applications is 31st May 2026.

We encourage candidates to apply promptly, as the Centre reserves the right to close the advert should we feel able to appoint an appropriate candidate sooner.

DESC is committed to safeguarding and promoting the welfare of our learners and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, medical clearance and enhanced checks carried out by the Disclosure and Barring Service.

We are required to conduct online searches about all shortlisted candidates in accordance with Keeping Children Safe in Education guidance, in order to identify any incidents or concerns which are publicly available online. By submitting and signing your application, you acknowledge that such searches will be conducted as part of the shortlisting process.

We are committed to promoting equality and respecting diversity and welcome applications from all sections of the community.

FINANCE OFFICER

H6 rising to H8 dependent on experience
35.5 hours per week - Term Time (39 weeks) plus 3 weeks

Dacorum Education Support Centre is a unique Pupil Referral Unit based on 2 sites in Hemel Hempstead, working with learners across our 9 Dacorum secondary schools and 57 primary schools. Relationships, respect, aspiration, and resilience underpin all our work, supporting learners through in-reach, outreach, and therapeutic services.

We are seeking a highly motivated Finance Officer to carry out the day-to-day financial operations to ensure the smooth running of centre. This role is ideal for someone looking to broaden finance responsibilities within a school environment.

Do you have:

- Proven experience in financial management, ideally, within an education or public sector setting?
- A strong understanding of payroll and budgeting processes?
- A proactive and solution-focused approach with attention to detail and confidentiality?
- Strong interpersonal and communication skills with a range of stakeholders?
- Excellent organisational and administrative skills?
- The ability to contribute to the strategic development of the centre while managing day-to-day operations?

Hours of Work:

The normal hours of work will be 35.5 hours per week, and typically the working pattern will be:

Monday: 8:30am – 4:00pm

Tuesday: 8:30am – 4:00pm

Wednesday: 8:30am – 5:00pm

Thursday: 8:30am – 4:00pm

Friday: 8:30am – 3:30pm

The additional 3 weeks will involve working in the school holiday period to ensure deadlines for payroll, etc are met. Some of this time may be completed working from home.

PROBATIONARY PERIOD:

New employees will be required to satisfactorily complete a six-month probationary period of service.

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JOB DESCRIPTION

Post Title: Finance Officer
Responsible to: Business Manager
Grade: H6 rising to H8 with experience and subject to performance appraisal

1.a) Purpose of the job

To carry out the day-to-day financial operations on the Finance System that ensure the smooth running of the Centre at all levels.

1.b) Duties and Responsibilities

Financial Administration:

- Carry out and monitor all ordering, invoicing, contracts and payroll data entry
- Process payroll information accurately
- Assist with budget monitoring and reporting
- Provide relevant information to the budget holders within the school
- Raise orders, receive and record deliveries, process invoices for goods and services provided and pay all invoices on a timely basis
- Assist the Business Manager with end of Financial Year preparations
- Oversee credit control, VAT submissions and BACS Payments
- Salary monitor and travel expense submissions

Compliance & Organisation:

- Ensure compliance with financial regulations, safeguarding policies and internal processes
- Support policy maintenance, statutory reporting and communication
- Ensure that all records are kept accurately and comply with the requirements of the Data Protection Act and GDPR
- Ensure effective administrative systems and practice for the smooth and efficient running of Centre.

Communication and Support

- Provide financial information and support to managers and staff
- Respond to finance-related queries from staff, suppliers, and external stakeholders
- Work collaboratively with leadership to support strategic and operational goals

General Responsibilities

- Participate in staff meetings and relevant training
- Contribute to a positive and inclusive working environment
- Undertake other duties appropriate to the role as required by management.

1.c) Equalities

DESC is committed to offering equality of opportunity to all stakeholders. Everyone at DESC has the opportunity to be respected and show respect to others, take part in the life of the Centre, be the best they can be and develop essential life skills.

1.d) Health & Safety

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person.

1.e) Disclosure & Barring Service

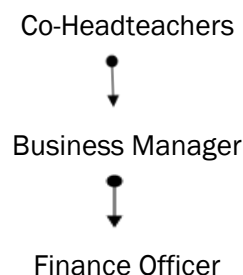
This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure & Barring Service as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure & Barring Service is in the guidance notes to the application form. If you are invited for interview, you will receive more information.

1.f) Additional Information

The jobholder is required to contribute to and support the overall aims and ethos of the Centre. All staff are required to participate in training and other learning activities, and in performance management and development (Professional Growth), as required by the Centre's policies and practice.

The position will be predominantly based at our Barncroft site but there will be times when work will need to take place at our Tenzing Road site.

2. Organisation Chart



3. Supervision

The jobholder is managed by the Business Manager. The frequency of meetings is determined by the Centre's performance management policies and practice.

4. Contacts

Whilst office-based, the jobholder will have some contact with learners and parents, with a responsibility to uphold safeguarding, confidentiality and the Centre's values in all interactions.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

FINANCE OFFICER

Education and Training	Essential (E) Desirable (D)	Identified in: Application (A) Interview (I) Task (T)
Maths and English to GCSE level	E	A
Additional relevant professional qualification	D	A
Experience		
Office administration and organisation	E	A
Working in a school environment	D	A
Skills and abilities		
Sound knowledge of SIMs/FMS systems	D	A/I/T
Excellent oral and written communication skills	E	A/I/T
Accuracy and attention to detail	E	A/I/T
Ability to maintain confidentiality	E	A/I
Ability to organise and prioritise work, using own initiative and work as part of a team	E	A/I
Able to solve problems and create innovative solutions	E	I/T
Ability to work methodically, managing a challenging workload, prioritising to meet deadlines	E	I
Other requirements		
Operate with the highest standards of personal/professional conduct and integrity	E	A/I
Committed to work in line with the DESC's values and vision	E	A/I
Understanding of safeguarding, GDPR & health and safety	E	A/I
Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the Centre	E	A/I
Willing to undertake training and continuous professional development in connection with the post	E	A/I
Able to demonstrate sound understanding of equality/diversity in the workplace	E	A/I
Ability to form and maintain appropriate relationships and personal boundaries with children, young people and adults	E	A/I
A commitment to safeguarding and promoting welfare for all.	E	A/I