

Richard Hale School



400 YEARS OF EXCELLENCE

Application Pack

Finance Officer

Full-time

February 2026



Richard Hale School

Finance Officer

Full time

Required February 2026

Thank you for your interest in the post of Finance Officer. The application pack consists of the following documents. Please apply via the My New Term platform.

- Copy of the advertisement
- Information about the school
- Job Description

Please note:

- **Closing date:** – Closing date for applications is **9am on Tuesday 20th January, 2026**. Please note we reserve the right to close this vacancy early should sufficient applications be received so early application is essential.
- **Electronic version of the application form**
Application is via the My New Term platform <https://mynewterm.com/>
- **References**
Please ensure that you provide **email addresses** for all your referees as we will request references by email. A **mobile number** for them would also be useful.
- **If you have any queries regarding this post**
For general enquiries about the recruitment process, please contact Mrs Homan, HR Manager on 01992 583441 (sho@richardhale.co.uk).
- **How to apply and where to send your completed form**
Application is via the My New Term platform <https://mynewterm.com/>
- **Criminal Declaration Form**
All applicants invited to interview will be required to complete a Criminal Declaration Form prior to interview.

We look forward to reading your application, and thank you for your interest in our school.



Richard Hale School

Finance Officer Full-time Required February 2026

We are seeking a reliable and detail-focused Finance Officer to support the Business Manager and Senior Finance Officer in delivering effective financial management and meeting internal and external audit requirements. This key role supports the wider school community by ensuring accurate financial records are maintained and that financial processes and procedures are followed consistently across the school.

The successful candidate will be responsible for a wide range of day-to-day finance activities, including processing orders, invoices, expenses and credit card transactions; administering and reconciling school trips, visits and events; managing the parent online payment system; monitoring and chasing outstanding payments; preparing income reports, journals, accruals and prepayments; assisting with bank transactions and reconciliations; and maintaining a variety of financial registers and records, including contracts, utilities, grants, Gift Aid, school funds, declarations of interest, and gifts and hospitality. You will also play an important role in preparing for and supporting internal and external audits and liaising with auditors as required.

This role involves regular contact with staff, students, parents, governors, contractors, third-party providers and auditors, so strong communication skills and a professional, supportive approach are essential. You will have experience working in a finance or bookkeeping role, with school-based experience being advantageous. A finance qualification is desirable, although relevant practical experience will be considered. You should be confident using finance systems (experience of Sage for Education is beneficial but not essential), have excellent Microsoft Office skills—particularly Excel—and a strong understanding of audit processes.

The school values professional development and will support the successful candidate who wishes to study towards a relevant finance qualification.

Please see full details in the Job Description

The school is committed to safeguarding children and young people. All postholders are subject to a satisfactory enhanced DBS (Disclosure & Barring Service).

Please apply via the My New Term platform <https://mynewterm.com/>



Richard Hale School

Information about the school

Richard Hale School, called after its original wealthy benefactor, has stood on its present site since 1930. It was founded as Hertford Grammar School in 1617 on a site behind All Saints' Church nearer the town centre and changed its name in 1974 when it became a comprehensive school. A door from the original school can be seen in the main foyer when you enter the school giving that sense of history that we are very proud of.



Richard Hale is an 11 - 18 year old boys' comprehensive school with a six-form entry in Year 7. The school has 1200 students with 180 in each year group and over 300 in the sixth form which is mixed. We are heavily oversubscribed with 500 applications for 180 places.

Year 7 students are drawn from approximately 50 primary schools with admissions based on the post coding of traditional parishes. The intake comes from a large area of East Hertfordshire, particularly Hertford, Ware and the surrounding villages. The Sixth Form has continued to grow since becoming co-educational in 2005. It is now one of the largest in the area, attracting boys and girls from further afield than the immediate locality.

The school's buildings have been improved extensively over the years. Facilities include a Sixth Form Centre with tutorial rooms and a large study room. We have improved the facilities on site with a refurbished Engineering block. During 2017 a 3G all-weather football pitch was added to provide improved sport facilities for the students and in September 2022, we opened our brand-new Sports Hall, which includes a fully equipped gym. We play Rugby games at Hertford Rugby Club; this provides a real experience for the students playing in front of a good crowd and under floodlight during the winter evenings. We run a complete set of Saturday morning fixtures in rugby, football, and cricket over the year.



Underpinning all the work done within the school is a steadfast commitment to develop our students into thoughtful, respectful, and focused individuals who are able to make a positive contribution to the community and wider world.



We are a Good School as Ofsted confirmed in our recent Ofsted Inspection last summer. The feedback and report reflect the many strengths of the school and recognises the, “significant improvement,” at the school in the last 6 years. The report states that, “The school is a happy place to learn and work in,” and that, “Pupil’s behave well in and out of lessons. This happens because they build positive relationships with staff.” Ofsted also recognised that, “Leaders are mindful of the pressures on staff and have made considered changes to policies and practice to help reduce workload and increase staff’s wellbeing.”

The school curriculum and extra-curricular activities

Our curriculum is traditional in principle, but also provides innovation where possible. Some key characteristics:

- We teach KS4 over three years so we can develop skills and enrich the students’ learning experience alongside the increased content the new qualifications require.
- Approximately 70% of students take a modern foreign language and individual sciences at GCSE, placing the school in the top 20 percentile for these subjects.
- Our Design and Technology provision includes Engineering, which is very popular at KS4.
- We have a garage on site allowing the students to experience motor engineering, this is alongside the other D&T disciplines.
- We offer a broad and balanced curriculum which provides a range of opportunities for our students catering for all interests and aspirations.
- Students in the Sixth Form have access to two learning pathways, academic or vocational. The Advanced Level offer is extensive with 21 subjects taught on site. BTEC Business, Science and Sport provide students with a more focused vocational curriculum.



At KS5 we teach a linear syllabus with students sitting examinations at the end of the two-year course. Our destination data is strong with all our students achieving offers for university, many of these from the Russell Group, or successful entry into apprenticeships or employment.

Student achievement is high with 81% achieving 9 to 4 in English and Maths in 2025 and 67% achieving 9 to 5 in these subjects. A third of students achieved 5+ grades at 7-9. Due to the pandemic there are no progress scores this year, however students progress has been above average. The school's performance indicators are all significantly above the national average in every measure, but particularly for boys.

Our aim is to create a learning environment in which all students can develop their learning, intellectual and personal abilities, both inside and outside the classroom. To this end we provide an extensive extra-curricular programme, with the school excelling in sport, music, drama, science and engineering competitions. Our Duke of Edinburgh's Award programme is strong with large numbers of students taking bronze or gold awards. The school's ethos is one of encouraging the participation of students in the wider school community through a diverse range of opportunities at all levels.



Much of the school activity is centred on the House system. Each pupil is allocated to one of the six houses (Cowper, Croft, Hale, Kinman, Page, Wallace) and throughout their school lives enjoy and compete in many activities, mainly organised by themselves and supported by the Heads of House. These range from sport, music and drama competitions to chess and other types of activity.

Further information on the school and its history and achievements can be found on our website at www.richardhale.herts.sch.uk.



Richard Hale School

Job Description: Finance Officer

Monday – Friday 8-4pm (30 minutes lunch / 3.30pm finish 1 day per week)

Job Purpose

To support the Business Manager and Senior Finance Officer in meeting the financial and audit requirements.

To provide support to all other staff, ensuring full and accurate records are kept that meet internal and external audit requirements.

Main Areas of Responsibility

The main areas of responsibility include, but are not limited to:

- Following the school's financial processes and procedures
- Supporting all staff to follow financial processes and procedures
- Processing orders and invoices on the school's finance system
- Administration, costing and reconciliation of school trips, visits and events
- Monitor and chase debtors and outstanding payments, sending reminders
- Administration and maintenance of the school's parent online payment system
- Preparation of income reports and journals
- Sales ledger preparing invoices and recordkeeping
- Maintaining utilities records
- Administration and maintenance of Declaration of Interest records
- Administration and maintenance of Gifts & Hospitality Register
- Prepare month-end journals for in-house charges
- Prepare accrual/prepayment journals
- Prepare documents for refunds.
- Maintain records for 100 Club, School Fund, Grants and Gift Aid.
- Process and reconcile credit card purchases
- Prepare and assist with internal and external audits, liaising with auditors as required
- Prepare and maintain complete and accurate computerised and manual records
- Prepare bank transactions and assist with bank reconciliation
- Monitor post and email accounts, responding appropriately
- Processing expenses and maintaining records
- Upkeep and operation of the Contracts Register
- All other tasks as directed by the Senior Finance Officer

Areas of responsibility are reviewed and regularly updated in line with changing financial requirements.

Contacts

Build and maintain and good relationships with all contacts including:

- All staff
- Students
- Parents
- Governors
- Contractors and third-party providers
- Internal and external auditors

Knowledge and Experience

- Experience of working in a finance role is essential, additionally experience within schools would be beneficial
- Finance or bookkeeping qualification preferred, but proven work experience would be considered
- Experience of audit processes and procedures
- Working knowledge of a finance software package is essential, but training can be given. The school currently uses Sage for Education
- Excellent written and verbal communication skill
- Experience of Microsoft Office is essential, especially a proven working knowledge of Excel
- The school is happy to support the successful applicant who would like to study for a relevant qualification which supports the financial operation of the school

Responsible to: Senior Finance Officer

The job description is current at the date shown, but, in consultation with the post holder, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title. The successful candidate must have a commitment to safeguarding and promoting the welfare of children and young people.

An enhanced DBS check is required for this post.

Hours: 37 hours per week
8.00am – 4.00pm Monday to Friday (30-minute lunch break)
3.30pm early finish 1 day per week
52 weeks per year

Salary: H7 (19-23) plus outer fringe
£32,061 - £34,434 (plus £729)

Person Specification

Professional experience	Essential	Desirable
Experience of working in a finance environment	Y	
Experience of internal and external audit		Y

Knowledge, skills and attributes	Essential	Desirable
Ability to work to deadlines, organise and manage time effectively and prioritise own workload, as well as for others.	Y	
Strong numeracy, analytical and problem-solving skills	Y	
A working knowledge of Microsoft Office, especially Excel and the willingness to learn new software	Y	
Ability to keep full and accurate records	Y	
Ability to communicate effectively and build relationships with a variety of stakeholders	Y	
Willingness to work with the Designated Safeguarding Leads to promote safeguarding	Y	
Is calm, positive and enthusiastic	Y	
Ability to work with minimum direct supervision, and prioritise on a day-to-day basis using initiative	Y	
Attention to detail, high degree of accuracy and precision	Y	
GCSE Maths and English at Grade C or above (or equivalent)	Y	
Committed to Continual Professional Development	Y	
Excellent written and verbal communications skills	Y	
Ability to follow processes and procedures	Y	
Accountancy/bookkeeping qualification or proven work experience	Y	
Experience of School Finance		Y
Experience of Finance System Sage for Education		Y