



Sheldon School

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Finance Officer

Candidate Pack

Welcome

from the Headteacher



Dear Prospective Candidate,

Thank you for your interest in the post of Finance Officer at Sheldon School. This role offers an exciting opportunity to make a meaningful contribution to the school's Finance Team.

Sheldon School is a standalone academy serving approximately 1,550 students, making it one of the largest secondary schools in Wiltshire. We are a co-educational 11–18 school with a thriving sixth form and a strong reputation for positive relationships, comprehensive pastoral support, and a broad, enriching curriculum. Our most recent Ofsted inspection (March 2024) judged the school to be Good in all areas.

The school is set within an attractive parkland campus on the edge of the expanding market town of Chippenham, surrounded by beautiful countryside. There are excellent transport links by road and rail to both Bristol and London. Many staff enjoy living locally, while others commute easily from Swindon, Bath, or Bristol. The school is just five minutes from Junction 17 of the M4. The local area offers a wide range of cultural and leisure opportunities, alongside comparatively affordable housing.


Since taking up the role of Headteacher in 2023, I have been immensely proud of the progress we continue to make at Sheldon. We have established strong foundations for sustained, long-term improvement, particularly in teaching and learning, and in developing a culture rooted in collaboration and high expectations. We are fortunate to have a stable and committed staff body, meaning that permanent, full-time opportunities arise infrequently with only one such vacancy in the past three years. Sheldon School is an inclusive, forward-thinking, and supportive community. Our students are engaging, friendly, and full of character, and our staff are dedicated professionals who flourish in an environment that values both autonomy and teamwork.

We very much hope you will consider this important role. If you share our values and our commitment to excellence, we would be delighted to receive your application.

Mr Peter Lynch
Headteacher



Our Vision

A young girl with her hair in small buns, wearing a dark blue school uniform, is looking through a microscope. She is smiling slightly. Other students are visible in the background, also looking at the microscope. The scene is set in a classroom or laboratory.

To provide high-quality education, enrichment and pastoral care that improves the life chances of all students.

- Sheldon school is a family, where high quality relationships are at the heart of everything we do. We ensure that all students feel safe and cared for.
- We aim to ensure that every student can thrive regardless of social background, academic ability or special educational need.
- We recognise that education is more than what happens in the classroom and are rightly proud of the experiences students will receive through our extra-curricular offer, trips and visits.
- We pride ourselves on having the highest expectations of all students and staff.
- We are passionate about working together with parents and our wider community to ensure success for all our pupils.
- We are kind, brave and try our best at all times.

Our Values

BE KIND

We are thoughtful and considerate about how we treat ourselves and others. We always have good manners and we show gratitude towards others.

BE BRAVE

We are confident and resilient learners who contribute in lessons. We don't make excuses and we accept that we make mistakes, but we learn from them.

BE THE BEST YOU

We give 100% each and every day to be the best we can be. We believe that success comes through hard work.



About the Role

Finance Officer

We are seeking a skilled and motivated Finance Officer to join our busy finance team starting as soon as possible.

This role is essential to the smooth financial operation of the school and involves working closely with the Finance Manager and faculty leaders to monitor budgets, undertake purchasing and ensure financial compliance. The Finance Officer will work within a small and friendly team to deliver a range of finance tasks and work that supports areas such as school trip calculations, month end routines and audit.

You will play a key role in ensuring our finances are compliant and accurate and that colleagues have a 'go-to' person that can provide financial assistance. This is a varied and rewarding position combining technical knowledge with practical operational work.

Key aspects of the role include:

- Processing purchase orders, invoices and reconciliations
- Monitoring departmental budgets and expenditure
- Supporting financial reporting and audit processes
- Working closely with the Finance Manager and budget holders

What we are looking for

- A confident and accurate financial professional
- Excellent organisational skills and a proactive can-do approach
- Someone who can thrive in a complex and dynamic school environment
- A confident communicator who can build positive relationships with students and colleagues
- A team player

Why Join Us?

- Be part of a school that values relationships, enrichment, and academic excellence.
- Have a chance to make a lasting impact on the lives of young people, leading a year group through their entire journey from Year 7 to Year 13.
- Work in a supportive environment where collaboration and care are at the heart of everything we do.
- Work alongside our amazing and engaging students who are respectful and friendly.

We also offer dedicated parking and a cycle to work scheme.

If you want to make a real difference and be part of the Sheldon family, we'd love to hear from you.

Job Description

Finance Officer

Postholder:	Finance Officer
Responsible to:	Finance Manager (designated Line Manager)
Hours of Work:	32 -37 hours per week, 42 weeks per year (to be worked in an agreed pattern, with at least 2 weeks during the summer holidays) as a minimum.
Grade:	G12-G14, £29,064-£31,022, Full Time Equivalent (pay award pending)
Working with:	A range of stakeholders including Budget Holders, Teaching and Support departments, external organisations, suppliers etc.

Header

This role is to support the Finance Manager, and wider finance team, in the effective day-to-day running of the school's financial operations.

The postholder will work closely with another Finance Officer and together will be responsible for maintaining the administrative and financial processes required to support the school's financial management.

Working alongside the Finance Manager, Assistant Finance Manager and Finance Officer, the role will provide the Chief Operating Officer, Headteacher and Governors with timely financial information to enable the school to operate smoothly, efficiently, and effectively in delivering its core objectives.

Specific Duties

This is a comprehensive Finance Officer role, where key responsibilities could include:

Financial Management and Processing

- Completing all financial tasks for the school in an accurate and timely manner
- Processing orders in line with procurement procedures
- Processing invoices for payment in accordance with the procurement policy
- Ensuring budget holders adhere to the financial procedures at all times
- Ensuring all financial transactions are accurately recorded in the IRIS finance system
- Completing all month-end finance tasks
- Performing monthly bank and credit card reconciliations when required
- Supporting the Finance Manager and COO with information for budget monitoring
- Carrying out monthly financial housekeeping tasks
- Managing aged debtors and following up on outstanding payments
- Purchase Ledger- maintain supplier list, entry and allocation of invoices and payments
- Sales Ledger – raise invoices, allocate income and credit control
- Bank/Cash Ledger- Receipting and banking cheques and cash and processing online payments
- Expenses - processing staff expense claims
- Petty Cash – processing payments, maintenance of Petty Cash and reconciliation
- Credit card and pre-payment card transactions and monitoring of balances



Budgeting and Reporting

- Assisting the Finance Manager with the planning, monitoring, and evaluation of budget reports
- Monitoring expenditure against agreed budgets
- Helping to maintain and update the budget system
- Analysing and evaluating financial data, and producing reports as required

Procurement and Sponsorship

- Assisting the Finance Manager with the planning, monitoring, and evaluation of budget reports
- Monitoring expenditure against agreed budgets
- Helping to maintain and update the budget system
- Analysing and evaluating financial data, and producing reports as required

Systems and Compliance

- Managing and maintaining accurate records within the finance systems
- Assisting with the reconciliation of parent payment systems
- Ensuring compliance with relevant financial policies and procedures

Team Support and Development

- Attending and participating in regular team meetings
- Supporting the wider finance team with other finance-related tasks as required
- Participating in training, learning activities, and performance development opportunities

Please note that there is a locally negotiated list of tasks for each of the Finance Officer roles that may be subject to review with the Finance Manager.

Other Duties

- To work closely with the other Finance Officer, providing assistance during absence or high workload times, as directed by the Finance Manager
- Responsible for promoting and safeguarding the welfare of children and young persons that you might come into contact with during the course of your day-to-day duties around the school site
- Adopt a flexible approach within the Finance team and be willing to assist on occasion with tasks beyond the scope of your job description
- Actively promote school policies and procedures. In particular, ensure that you comply with the Staff Behaviour and Code of Conduct, Dignity at Work, Acceptable Use of ICT, Whistle Blowing and Health and Safety Policies.
- Participate in whole school activities and initiatives
- Willingness to fit with the school's ethos, aims and its whole community
- Participate in training and other learning activities as required
- Establish collaborative and constructive working relationships with all other members of staff
- Uphold high standards of personal and professional comportment
- To undertake any other reasonable tasks or duties assigned by the COO or Head Teacher



General Conditions

All duties must be carried out complying with:

- The Health & Safety at Work Act
- Acts of Parliament, statutory instruments and regulations, as well as other legal requirements
- Relevant nationally agreed Codes of Practice
- The General Data Protection Regulation (GDPR)
- Relevant national-agreed codes of practice
- Disability Rights Act and SEN Discrimination Act
- Children's Act 2014 Equality act
- Academies Trust Handbook

The job description is a guide to the work that is required to be undertaken. It will be reviewed at key points based upon skills, experience and the interests of the post-holder. It may be amended from time to time after consultation with the post-holder and without changing the level of responsibility of the post.

Person Specification

Finance Officer

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• At least 5 GCSEs or equivalent at C grade or above to include English and maths• Accounting qualification, AAT Level 3 or above or significant relevant experience	<ul style="list-style-type: none">• Evidence of relevant continued professional development
Skills and Abilities	<ul style="list-style-type: none">• Experience of using computerised accounting software• Experience of raising orders/paying invoices• Knowledge of financial regulations and legislation, and an understanding of best practice in financial management• Good working knowledge of Microsoft Office, especially Excel• Good data analysis skills	<ul style="list-style-type: none">• Awareness of relevant school-specific policies and codes of practice• Experience of working in the education sector
Personal Qualities	<ul style="list-style-type: none">• Good organisational skills with ability to prioritise and manage workloads while maintaining a flexible response to urgent requests• A high level of accuracy and attention to detail• Proactive approach and ability to build an effective and collaborative rapport with various stakeholders• Ability to work independently, using own initiative, and to be proactive and self-motivated• Ability to handle sensitive financial information with confidentiality• Flexible approach to working patterns and tasks• A friendly disposition and a good sense of humour• Positive attitude to personal development and continuous professional development• Commitment to Safeguarding	

How to Apply

Applications should be submitted directly via MyNewTerm, you can access our careers page using the following link.

<https://mynewterm.com/school/Sheldon-School/136632>

Please note: CVs will not be accepted. You must complete the application in full giving details of all employment, training, and gaps in employment since leaving school. Please ensure the closing date for applications is met, we cannot be held responsible for lost or late applications. Due to the large number of applications it is not always possible to respond to each application but we aim to respond within two weeks of the vacancy closing date.

Safeguarding Statement

Sheldon School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We particularly welcome applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation, or religion.

Please note: Any position that involves working with children requires declaration of ALL convictions/cautions regardless of whether these are deemed as spent and a DBS check will be carried out before any employment commences.

In line with KCSIE 2025 and safer recruitment practices, the school will conduct an online search for all shortlisted candidates. The online search is part of our safeguarding checks and will seek publicly available information on candidates' suitability to work with children. Shortlisted candidates will be provided with further guidance and will be asked to clarify their online presence.

References will be obtained before interview at shortlisting stage and may be used in the interview process. If previous employment has included working with children, then at least one referee must be from this employment regardless of whether this is the current or most recent employment. Any gaps in employment must be detailed and an explanation provided in the relevant section.



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