



Senior Finance Officer

Recruitment Information Pack

Tant Que Je Puis



Dear Applicant

Thank you for your interest in Enfield Grammar School. We really are a wonderful school that values hard work, kindness and an ability to empathise with, inspire and care for boys in the 21st Century. I'm very passionate about boys' education and believe all boys have the ability and the desire to love, empathise, care for and respect themselves and others and these "soft" skills are modelled by all our adults in the school.

We are currently looking to appoint an experienced finance professional to join our Finance team. We are seeking a meticulous, supportive, and dedicated individual with exceptional IT skills. The successful candidate will report to the Finance and Operations Manager and should be confident in preparing financial reports and managing day to day financial transactions. Knowledge of school or government finance, resourcefulness, and a willingness to support our students are essential for this role.

Ideally, we would love you to visit us to see us in action. You will see the students in every year group take pride in being part of our school community. Once seen, we would be confident you would apply to join us. If you would like to visit then please contact Karen Walsh, PA to the Headteacher, who will be pleased to be of assistance.

I recognise that preparing an application is a time-consuming process and I would like to thank you in advance for submitting your application.

As an inclusive school, we would welcome applications from all backgrounds, especially those representative of our diverse student population. I am a Headteacher who is fully committed to equality of opportunities for all of our stakeholders.

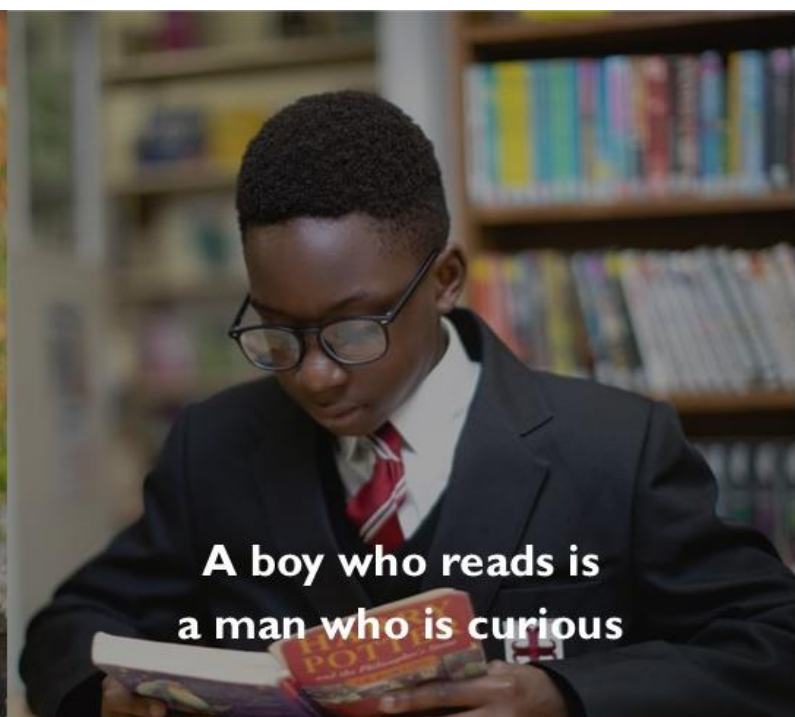
Please do not hesitate to contact Monique Roberts, Finance and Operations Manager, should you require further details about the role on 020 8363 1095 or at office@enfieldgrammar.org

Yours sincerely

C Lamb
Headteacher



A boy who is supported is a man who helps others



A boy who reads is a man who is curious

Salary: Scale SO2
Actual Salary Range: £36,660 to £38,737 (NJC scale SO2)
Hours: 36 hrs per week x 41 weeks per annum (term time plus two weeks)
Start date: ASAP

Would you like to work at a school that has a prestigious past, a wonderful present and a bright future? Would you like to work in a well-established school, proudly rated Good by Ofsted in January 2024. If so, we would like to hear from you.

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Our aim is to prepare our boys for the world, both academically and socially. We expect hard work, good manners and in turn provide learning opportunities where all can fulfil their potential. Our motto, "Tant Que Je Puis" (As Much As I Can) is at the heart of our School community and we actively encourage both staff and students to strive for this aspiration. If you share our vision, we would strongly encourage you to apply.

Enfield Grammar School is an 11-18 boys' comprehensive school located in the heart of Enfield Town. For more information about the School, please visit www.enfieldgrammar.org

We Offer:

- Strong commitment to equality, diversity and inclusion.
- Access to opportunities for self-development and regular Continuing Professional Development.
- A health care plan, including reimbursement for optical, dental, physiotherapy and a range of other areas, access and counselling.
- On site gym facility.
- Local Government Pension Scheme.

You Will:

- Be passionate about education and committed to contributing to the School community.
- Have the highest standards at all times to ensure maximum progress and outcomes for our students.
- Be able to work effectively as part of a team.
- Have the ability to build and develop good relationships.
- Be a positive role model.

How to Apply:

To apply please complete and submit an application form to applications@enfieldgrammar.org or online via the TES portal. If you have any questions regarding the role, please contact Monique Roberts, Finance and Operations Manager, on 020 8363 1095.

The School is committed to safeguarding and promoting the welfare of children and young people. All appointments will be subject to receipt of satisfactory Enhanced DBS check and pre-employment checks.

Closing date for applications: **Sunday 31 May 2026**
Interviews will take place w/c **Monday 8 June 2026**

Ofsted January 2024:

"The school has established a caring and positive culture. The school community of parents and carers, pupils and staff respect each other."

"Leaders have built an ambitious and demanding curriculum, including for the sixth form. All pupils are expected to achieve well, including those with special educational needs and/or disabilities (SEND)."

"Pupils speak to staff with courtesy. They understand that staff are looking after each pupil's best interests."

"Leaders have established a culture of mutual respect with their staff. Teachers are proud to work at this school and feel they are listened to, including those at the start of their careers."

Please note that we will be shortlisting for this role as applications are received, so the closing date is subject to change.



About Us

Enfield Grammar School has strong traditions and an excellent reputation. We are an Ofsted rated 'Good' school (January 2024) and our positive Progress 8 and Value Added scores over the past 5 years prove that at Enfield Grammar School we buck that national trend – with us, boys succeed.

We are a school whose tradition and history can be felt the moment you step into the building. Our long-standing motto "Tant Que Je Puis" (As Much As I Can)", is one which helps to shape our vision and our hopes for the young people we educate. School is not just about grades and numbers, it is about the young person as a whole, being part of a school community. We are a school which is intent on ensuring that the breadth and quality of education will, as far as is possible, equip all of our students to meet the rapidly changing demands of the future.

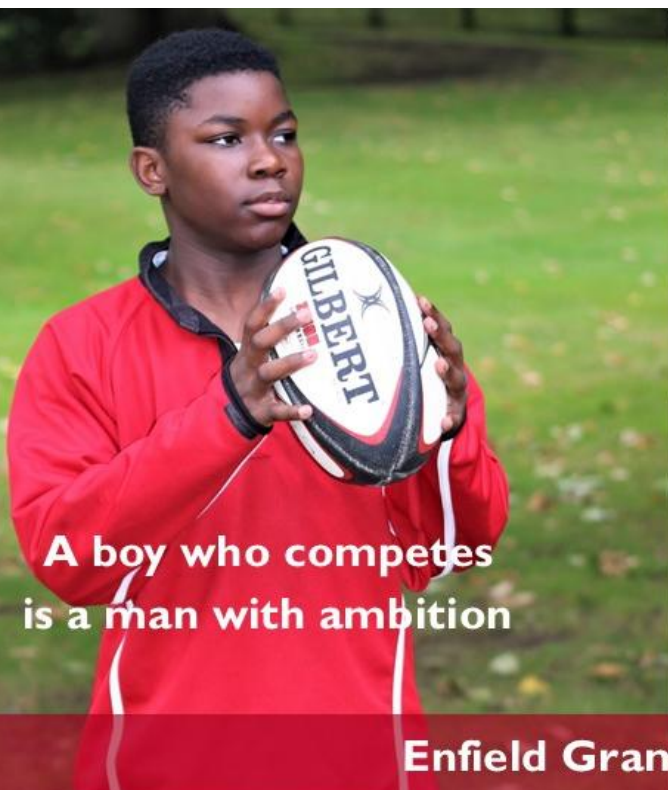
As a diverse non-selective school dedicated to serving our local community, as we have done since 1558, our Year 7 intake consists of 180 students (including our sport and music scholars). A large number of these students progress into our Sixth Form to complete their seven year journey with us.

Our school is based over two sites (5 minute walk), which allows us to have a unique primary school transition for our students. Our lower school houses Years 7&8 and includes specialist teaching rooms for Art, DT and Science. Our extensive sports facilities including our 3G pitches and onsite gym are located at the lower school. The upper school houses Years 9-13, with a dedicated sixth form suite.

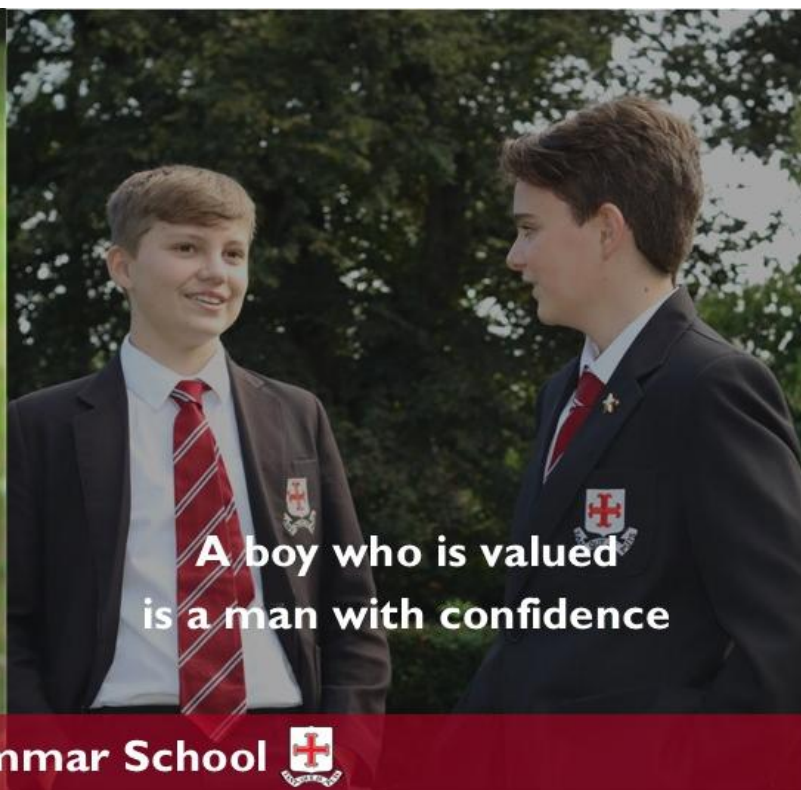
At Enfield Grammar School (known locally as "Grammar"), our inclusive values drive our vision and ethos across all stakeholder groups. Positive student/staff relationships, which are based on mutual respect, kindness and empathy, are a key strength of our school. Student voice is used across our school to help inform decisions and shape school development plans.

We take great pride in our comprehensive CPD programme that allows all staff to develop their practice and expand their skill set. We believe that teaching is a career as well as a vocation and support our staff to succeed and develop at leaders in education.

For more information about Enfield Grammar School, please visit our website at www.enfieldgrammar.org



**A boy who competes
is a man with ambition**



**A boy who is valued
is a man with confidence**

Job Description

Overall purpose of the post

Under the direction of the Finance and Operations Manager, the Senior Finance Officer is responsible for the effective management of the schools Finance function ensuring that best value is achieved and that the school operates in accordance with relevant statutory responsibilities and in line with best practice. In summary the post holder is responsible for:

- Supporting the Finance and Operations Manager to ensure the School meets its obligations for producing accurate monthly management accounts.
- Ensuring timely and accurate year-end accounts are prepared by the auditors and ensuring an efficient audit process.
- To implement, monitor and adapt internal controls to reduce the risk of fraud or non-compliance.

Finance

- Produce accurate and timely management accounts and related analysis, posting of month-end journals, ensuring bank and control account reconciliations are carried out.
- Collate financial information for Year End, Annual Audit and Internal Scrutiny Audits.
- Produce financial reports as required and to assist where necessary in the compilation of statistical information and returns.
- Produce regular departmental budget reports, liaising with budget holders and proactively monitoring department spends.
- Import the signed budget to the schools financial management system and collaborate with the Finance and Operations Manager on changes as necessary.
- Accurate reconciliation of the monthly payroll, including associated reports, journals and transactions.
- Responsible for General Ledger, Cashbooks, credit card and VAT returns.
- Maintain the operation and compliance of effective accounting systems, financial controls, standards and procedures.
- Maintaining School's accounting system (Sage), setting up account codes, budget holders and report categories as required.
- Reconcile financial discrepancies and resolve any issues.
- Monitor accruals and prepayments throughout the year, so there is clear recording and accurate financial control.
- Accurately maintain the fixed asset register (including processing of year-end journals for disposals, additions and capitalisation in readiness for year-end).
- Complete Gift Aid claims.
- Ensure items that require disposal are written off in line with school procedures.
- Oversee the process of BACS payments to suppliers, ensuring that all payments are properly authorised and approved, and ensure reimbursement of staff expenses in accordance with relevant policies and procedures.
- Responsible for maintaining accurate cash and banking records/reconciliation.
- Ensure correct internal processes are adhered to with regards all payments and receipts.
- Undertake regular review of cash balances and alert the Finance and Operations Manager as required.
- Assist in the cash flow forecast, ensuring that it is accurate and regularly updated.
- Maintain the school contract register.
- Ensure an annual stock take is carried out and updated records as required.
- Maintain accurate manual and computerised financial records.
- Source comparative quotes on behalf of the Finance and Operations Manager, collating information in an easy to read format.

Staff

- Day to day supervision of the Finance Officer.
- Ensure knowledge sharing within the team is adequate and the department can continue to operate effectively during any holiday or absence periods.
- Maintain a can-do attitude within the team and a collaborative approach.

General

- Undertake various other tasks at the request of the Finance and Operations Manager as required.
- Demonstrate a positive commitment to equality and diversity, with a keen interest in supporting pupils from diverse backgrounds.
- Support the ethos and aims of the school.
- All duties and responsibilities must be carried out with due regard to safeguarding, child protection, data protection and the academy trust handbook, equal opportunities, health and safety.

This is not an exhaustive list of activities related to the job and is intended as a main summary of tasks only. Job descriptions are subject to annual review in consultation with the post holder.

Person Specification

	Essential	Desirable
Experience of running effective administrative and financial systems, ideally within a school environment	✓	
Other relevant school-based experience		✓
AAT qualification		✓
Line management experience		✓
High level of proficiency with Microsoft Excel and the wider Google platform and MS Office suite.	✓	
Preparation of accurate monthly management accounts including commentary	✓	
Ability to present financial reports in an understandable manner to non-finance staff		✓
Experience of managing finance processes & procedures	✓	
Understanding of relevant legislation, policies and procedures and the ability to apply this understanding	✓	
High level of numeracy skills for the production of financial reports, spreadsheets and reconciliations etc.	✓	
Ability to work to tight deadlines and prioritise workload.	✓	
Ability to adapt and change demonstrating flexibility in role.	✓	
Working knowledge of Sage and ParentPay		✓
Ability to use own initiative as well as work proactively as part of a team, understanding school roles and responsibilities	✓	
Excellent organisational skills	✓	
Excellent verbal and written communication skills	✓	
Ability to manage and deal with confidential data / issues appropriately	✓	
Excellent interpersonal skills to be able to interact with staff and stakeholders effectively.	✓	
Good interpersonal skills	✓	
Committed to personal development	✓	
A commitment to inclusive education and a genuine passion for and a belief in the potential of every student	✓	

Safeguarding

Enfield Grammar School is committed to safeguarding and promoting the welfare of children, and safe recruitment of staff is central to this commitment. We will ensure that our recruitment practices are robust, and that our selection procedures prevent unsuitable people from gaining access to children. All adults who work with or on behalf of children and young people in our school must be competent, confident and safe to do so.

All posts working with children should be aware of, and share the commitment to safeguard and promote the welfare of children and young people when applying for jobs within Enfield Grammar School.

This commitment is expressed through the following requirements:

Recruitment

Failure to adhere to the following requirements means that an applicant will not be employed to work at Enfield Grammar School.

- Applicants will be required to undertake an enhanced DBS (Disclosure Barring Service) check (and where applicable an overseas police check) if an offer of employment is made and will not be able to take up post until a satisfactory check has been received.
- Applicants are required, when completing an application for a post within the school, to supply full education and employment history since leaving secondary school, with explanations for any gaps.
- An applicant's personal commitment to safeguarding children and young people will be explored through the interview process.
- Successful applicants must show proof of identity and qualifications certificates, along with various other pre-employment clearances before a firm offer of employment is made.
- Prior to taking up post, applicants will be expected to sign the School's Code of Conduct, which commits them to upholding the highest standards in public life, both in the way they undertake their professional duties, and in their personal conduct.