



School Finance officer

To start 1st September (handover days before end of term)

Job Title: School Finance officer

Salary: Bucks Pay Scale 4 to 5 £28,222 to £30,822 (pro rata) depending in experience. Flexible for the right candidate.

Hours: 37 hours a week (8am-4pm or 8:30am-4:30pm) (41 weeks a year to include inset days and 2 weeks to support in holidays). Part-time and flexible hours/days can be considered within reason.

Bedgrove Infant School is a large four form, outstanding infant school and we are looking for a highly motivated and efficient candidate who will share and promote our vision by joining our school. The successful candidate will work alongside the School Business Manager and ideally have previous finance experience in a busy school setting. The successful candidate will also be organised, accurate, thorough, enthusiastic and committed. They will have the ability to process information in a timely, accurate and confidential manner. They will have a high level of proficiency in Microsoft Office, SIMS, FMS and have excellent interpersonal skills. Experience of working in a finance capacity will be required, however further training will be provided to successful candidates.

The main duties of the post will include: -

- Organise, maintain and monitor the school's financial systems, and to manage office functions to ensure an effective service to the school and support the strategic development of the school.
- Contribute to the overall ethos, work and aims of the school.

We are looking for candidates who are: -

- Proficient in standard IT applications, particularly word processing and spreadsheets
- Calm, diplomatic and able to maintain a professional demeanour at all times
- Thorough and accurate, with an eye for detail
- Flexible and positive; having a 'can do' attitude
- Candidates must have experience in budget monitoring and forecasting (including electronic program suites) clear communication skills. A knowledge of SIMS/FMS is desirable.

Duties and Responsibilities

- Responsible for the day to day financial functions including adding purchase orders, processing orders and invoices, BACs progressing, bank statement reconciliations, monthly reconciliations, purchasing card management and wraparound care/Nursery payments
- Support the Teaching Training financial record keeping
- Support the SBM in monthly monitoring for Head teacher and governors including the school's annual budget
- Manage, monitor and report on the school's budget ensuring deadlines are met in a timely manner
- Manage all financial systems, procedures and controls

- To oversee and be responsible for the management and administration of the School Fund account

To download an application form, please visit our website at:

<https://www.bedgroveinfantschool.co.uk/about-us/vacancies>

or if you require further information please contact Karen Herring 01296 481353 or

email office@bedgroveinfant.co.uk

Closing Date & shortlisting: Friday 26th June 2026 @ noon

Interviews: Tuesday 30th June 2026

Bedgrove Infant School is committed to safeguarding and promoting the welfare of children and young people and requires all staff, governors and volunteers to share this commitment.

References will be taken up for all short-listed candidates prior to interview. All successful candidates are required to have an Enhanced DBS check. We welcome applications from both men and women of all ages from any background and from candidates with disabilities.