

Finance Officer

The Key Education Centre is alternative provisions for pupils aged 11–16 who have been excluded from mainstream schools, are at risk of exclusion, who are emotionally vulnerable and unable to attend school, or who are medically unwell and unable to attend school. We are looking for a Finance Officer who has a genuine interest in supporting our pupils and improving their life chances.

We wish to appoint an enthusiastic & experienced person to join our team. The successful applicant will support and lead the Administration Team, and support the Business Manager in all aspects of the role.

The ideal candidate will have strong financial experience, work to a high level of accuracy, together with an understanding of purchasing regulations, and knowledge of budgetary control. The post holder will be responsible for managing the day to day operational finance transactions, monitoring of the school budget, and ensuring value for money with regards to school expenditure.

The successful candidate will need to be self-motivated with excellent communication skills and a high level of initiative.

Key responsibilities will include:

- Management of school purchasing within guidelines, ensuring the best value for school money
- Management of day to day operational finance transactions, including petty cash, processing orders, purchasing reconciliation, and monitoring spend against budget.
- Leading and supporting the Administrative Team
- Management of HR functions including the processing of HR forms & recording of staff absence.
- Providing finance reporting to the Business Manager.

Essential skills/knowledge of the successful applicant:

- A minimum Level 5 (GCSE or equivalent) qualification in English and Maths at grade C or above
- Competent user of Microsoft Office, especially excel.
- Financial experience, including budget monitoring and forecasting.
- Experience of working in a busy office environment.
- Experience in the management of staff.
- Attention to detail and accuracy.
- Experience in identifying and implementing business improvements and cost savings.

Desirable skills/knowledge of the successful applicant:

- Knowledge & experience of Hampshire County Council IBC Portal is desirable, but training will be given.
- Knowledge of HCSS Budgeting Tool.
- Knowledge of SIMS.
- Finally, experience of school life, is desirable, but a willingness to become involved in centre life is essential.

CVs will not be accepted

A full job description can be found on our website www.thekeyeducationcentre.co.uk.

Visits to The Centre are welcomed and can be arranged by contacting Vicky Briant, Business Manager, on 02392 528653 or by email v.briant@thekey.hants.sch.uk.