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**Finance Manager/PA to the Headteacher**

Closing Date: 13th December 2024

Interview Date: TBC

Contract/Hours: Permanent – Term time only

 Monday – Thursday 08.00 – 16.00 Friday 08.00 – 15.30

Salary Type: F1-F5 £39,382 - £43,679 (FTE) Actual salary £33,686 - £37,362 depending on experience and qualifications.

Hours: 37 hours per week (39 weeks)

Location of Role: The Bridge Education Centre

The Bridge Education Centre provides education for KS3 and KS4 pupils who have experienced difficulties in mainstream school. We are looking to extend our specialist team supporting teaching staff to provide relevant learning experiences for our pupils, many of whom exhibit challenging behaviour due to underlying social emotional and mental health needs.

The Bridge Education Centre are seeking to appoint an enthusiastic person to join our Support team to undertake finance management and PA to the Headteacher.

**Essential**

Educated to GCSE level standard or equivalent with 5 passes including English and

Maths at Grade C or above

Part qualified (or studying) AAT (Accounting Technician)

Competent user of Word and Excel

Experience of office systems

1-2 years financial experience

Experience in budget monitoring and forecasting,

Understanding of requisition procedures, arranging and processing payments and

keeping accurate records

Understanding of financial regulations and procedures

Experience of effectively supervising staff, where this is a requirement of the post

Familiar with Financial accounting system and demonstrates sound financial

management

Effective written and oral communication skills

Ability to develop and maintain efficient administrative systems

Capable of working on own initiative and able to prioritise workload

Good organisational skills

Good communicator

Keyboarding skills/ knowledge of MS Office/Excel/Financial software/Databases

**Responsibilities**

**PA**

* Assist the Headteacher in the day to day running of the school
* Book meetings and keep the Headteachers diary up to date
* Take minutes for meetings

**Finance Manager**

* Support the Headteacher in preparing, managing & monitoring the annually allocated budget
* Ensure that the school’s financial policies and procedures are consistent with the requirements of the Governors, HCC and Auditors
* Manage the day to day operation of finance
* Prepare forecasts of income and expenditure and communicate timetable of financial and

management accounts

* Prepare regular, standard financial accounting reports for the Headteacher and Governors
* Keep records and analyse information relating to allocations, apportionment and absorption of overhead costs, income (sales) against the budgets
* Process and account for goods and services supplied on credit
* Calculate, check and authorise payments i.e. accounts, wage claims and travel claims and forward for payment
* Assist with the overview of the tendering exercise and make recommendations on which contractors to engage
* Make purchasing recommendations and administer invoicing and payment arrangements for the ordering or hiring of goods and services in line with school policies
* Advise on requisitioning procedures including guidance on best value suppliers and ensure cost effectiveness for the school in the provision of goods and services
* Process top-up finding return termly

**Application Procedure**

An application form and job specification can be obtained by email office.bridge@bec.hants.sch.uk, from the school website [www.bec-hants.co.uk](http://www.bec-hants.co.uk), or by telephone on 02382 515567

**Safer Recruitment**

The Bridge Education Centre and Hampshire County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

If you have any further enquiries about this post, please do not hesitate to contact Pauline Franks (Business Manager) at the Bridge Education Centre (02382 515567).

**Please note that CVs will not be accepted.**