



Finance Manager/PA to the Headteacher

Closing Date:	17 th January 2025
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 c.holman@bec.hants.sch.uk, from the school website 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.