The Vyne Community School
Vyne Road, Basingstoke, Hampshire RG21 5PB
Telephone: 01256 473003
11 - 16 Mixed Comprehensive
Headteacher: Nicola Pearce
Email: n.pearce.@vyne.hants.sch.uk

Finance Officer - Grade F

Hours: 2.5 days per week - working pattern to be discussed
Salary: Grade F £41,985 - £46,565 pro rata

Working Pattern: Term Time plus an additional 4 weeks
Contract: Permanent
Start date: December 2026

We are seeking to appoint a highly organised, motivated and experienced Finance Officer to join our friendly school team. This is an important role supporting the effective financial management of our maintained school, ensuring that resources are managed efficiently and used to support the best possible outcomes for our pupils.

Working closely with the Headteacher, Senior Leadership Team and Governing Body, the successful candidate will take responsibility for the day-to-day management of the school's finances, providing accurate financial information, effective budget monitoring and advice to support sound financial decision-making.

This part-time position offers an opportunity for an experienced finance professional to make a valuable contribution to the life and success of our school.

Key responsibilities

- Manage the school's day-to-day financial operations, including processing purchase orders, invoices, payments and income.
- Monitor the school budget, maintaining accurate records and providing regular financial reports and forecasts.
- Support the preparation of annual budgets and longer-term financial plans in conjunction with the Headteacher and Governors.
- Undertake bank, control account and other financial reconciliations.
- Monitor expenditure against budget, investigate variances and highlight potential financial pressures.
- Ensure financial procedures, internal controls and purchasing arrangements comply with school policies and applicable Hampshire County Council requirements.
- Support the preparation of financial reports for the Governing Body and Finance Committee.
- Liaise with suppliers, staff, parents, auditors and external agencies as required.
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- Maintain accurate financial records and ensure that confidential information is handled appropriately.
- Contribute to the efficient running of the school office and undertake other reasonable duties appropriate to the role.

The successful candidate will have

- Proven experience in a finance or accountancy role, ideally within a school or public-sector environment.
- Strong financial administration, bookkeeping and budget-monitoring skills.
- Excellent numerical skills and a high level of accuracy and attention to detail.
- Good IT skills, including confidence using Microsoft Excel and financial management systems.
- The ability to analyse financial information, identify issues and present information clearly.
- Excellent organisational skills, with the ability to prioritise competing demands and meet deadlines.
- Strong communication and interpersonal skills, with the ability to work effectively with colleagues, governors and external contacts.
- The ability to work independently, exercise sound judgement and maintain strict confidentiality.
- A flexible, proactive and professional approach to work.

A relevant finance qualification, such as AAT, or equivalent practical experience would be an advantage. Experience of school financial systems and Hampshire County Council procedures would also be desirable.

What we offer

- A welcoming and supportive school community.
- The opportunity to make a meaningful contribution to pupils' education and wellbeing.
- A varied and responsible role within a collaborative team.
- Opportunities to develop professional knowledge and skills.

How to apply

For further information about the role, or to arrange an informal conversation or school visit, please contact Helen Hall, Personnel Officer via h.hall@vyne.hants.sch.uk

Applications should be made using the Hampshire County Council Support Staff application form.

Please submit your completed application form by 30th November at 12:00pm.

Safeguarding

Our school is committed to safeguarding and promoting the welfare of children and young people. All staff are expected to share this commitment. The successful candidate will be required to undertake appropriate pre-employment checks, including an enhanced Disclosure and Barring Service (DBS) check, where applicable.

We are an equal opportunities employer and welcome applications from all suitably qualified candidates.