

Information pack for the role of

Senior Finance Officer

(Receivables and
Reconciliation)

Closing date: Sunday 27 April 2025 (midnight)

Interviews: w/c 28 April or 5 May



Job Summary

The main role of the **Senior Finance Officer** is to support the Deputy Head of Finance and lead the management of the School's financial systems and processes, ensuring compliance with legislation and the City of London Corporation's and the School's policies and procedures.

This role also leads on the provision of related financial advice to Heads of Department, the Senior Management Team and parents.

Job title: **Senior Finance Officer**

Department: City of London School (CLS), City of London School for Girls (CLSG) and City Junior School (CJS)

Grade/Salary: **D**

Hours of work: Full time, permanent, all year round (flexible applications will also be considered)

Location: CLS, CLSG and CJS

Responsible to: Deputy Head of Finance

School Locations



City of London School
107 Queen Victoria Street
London EC4V 3AL



City of London School for Girls
St. Giles' Terrace, Barbican
London EC2Y 8BB



City Junior School
4 Gray's Inn Place
London, WC1R 5EY

Main Responsibilities

General

- 1** To lead the School's computerised fees and deposits system including the administration of bursaries. To administer the termly production of invoices, monthly direct debit collections and regular reconciliation processes.
- 2** To lead on solving complex issues in relation to Receivables functions.
- 3** To lead on answering ad hoc queries from stakeholders, including parents.
- 4** To undertake key reconciliations including reconciling external systems (such as the fees system) to the ledger.
- 5** To administer the credit control process, including following up with problematic fee arrears cases referred from the team.
- 6** To administer transactions associated with the operational budgets for the schools, the School's Imprest Account, Creditors and School departmental accounts using the City's and School's IT systems.
- 7** To administer and reconcile the School accounts for overseas tours and educational trips.
- 8** To administer the School's Imprest Account and to ensure the secure handling and processing of cash, cheques and procurement credit cards.
- 9** To support the School's preparations for financial and internal audits and prepare responses to audit queries.
- 10** To support the provision of financial information and advice to the head teachers, budget holders and other key stakeholders, promptly responding to queries and requests for information.
- 11** To administer City Purchasing Card processes where relevant.
- 12** To maintain up to date procedural guides for tasks carried out by the post holder.
- 13** To train and supervise junior staff (alongside the Deputy Head of Finance) including up to two apprentices.
- 14** To support on the development and implementation of new procedures in response to legislative change, or changes to the City Corporation's policies and procedures and ensure compliance with all requirements.
- 15** To support the provision of guidance to staff, parents and prospective parents on finance related matters including the provision of annual financial information to the Admissions Officer for inclusion in new pupil starter packs.
- 16** To deputise for the Deputy Head of Finance where appropriate and necessary.
- 17** To undertake any other duties assigned that are appropriate to the grade on an as and when required basis....
- 18** To work with other City departments and outside organisations to achieve departmental objectives.
- 19** To keep the Deputy Head of Finance informed of issues that should be brought to their attention.
- 20** To represent the School on user groups as required.

Main Responsibilities (continued...)

Other Points

- 21** Actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.
- 22** Reporting all accidents involving the team to the Bursar and the School Nurse via the School's Accident Report Form procedure. Report forms are held in the Medical Centre.
- 23** Informing the Head of Finance of any concerns regarding Health & Safety and safe working practices.
- 24** Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.

Revision of Job Description

- 25** According to the development and requirement of the School, job descriptions may need to be reviewed and updated periodically after consultation with the job holder.

Person Specification

Below are the qualifications, experience, technical and personal skills required to undertake this post successfully.

Each criterion will be assessed at **(A) application, (I) interview** or **(T) test** as indicated below. It is essential that you address the criterion marked as (A) in the supporting information section of your application form by giving examples of how you have exhibited these in your previous roles.

Be as specific as possible as we cannot guess or make assumptions and will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.

Professional qualifications / relevant education and training

- AAT qualified / ACCA part-qualified; candidates who do not hold accounting qualifications but with significant experience will also be considered (A,I,T).
- Demonstrable commitment to Continued Professional Development (A,I).

Experience

- Experience of the financial, business and administrative management of a large organisation (A,I).
- Experience of working on financial projects and processes to tight deadlines and working in a high-pressured environment (A,I).
- Previous experience of managing staff and of working in financial management in the independent school sector would be preferred (A,I).

Person Specification (continued...)

Technical Skills & Knowledge

- Knowledge of the legal, financial and political workings of an independent school and an understanding of the wider work of the City of London Corporation and the environment in which it operates (A,I).
- Strong verbal communication skills with a track record of building productive working relationships with key internal and external stakeholders (A,I).
- Strong interpersonal and presentation skills, with proven ability to communicate effectively to a wide range of audiences including financial and non-financial staff across the organisation (A,I,T).
- Well-developed IT skills (MS Office, school financial systems) (A,I,T).

Other Relevant Information

- Willingness to work flexibly and sometimes out of regular office hours (A,I).
- An awareness of and empathy with new business models for delivering public services (A,I).

How to Apply

All applications must be completed by following the instructions on the City of London School website vacancies page: www.cityoflondonschool.org.uk/vacancies

We reserve the right to appoint before this deadline and encourage early submissions.

Closing Date: **Midnight, Sunday 27 April 2025**
Interviews will be held, in person **w/c 28 April or 5 May 2025**

The Schools are committed to safeguarding and promoting the welfare of young people and requires the same commitment from all their staff.

Appointments are subject to satisfactory references, the receipt of an enhanced Disclosure and Barring Service certificate, medical clearance, confirmation of the right to work in the UK and overseas police checks where necessary. The schools undertake further checks as necessary including prohibition from teaching and management checks. This post is exempt from the Rehabilitation of Offenders Act 1974.

We welcome applications from all sectors of the community as we aspire to attract staff that match the social and cultural diversity of our pupil intake.

