

## Vacancy: Finance Administrator

The Federation of Westminster Special Schools and Bi-Borough Inclusion Service provides high quality specialist provision for children and young people aged 4-19. At an exciting time of growth, we are looking to appoint an enthusiastic and proactive Finance Administrator to join our Federation Business Support team.

We are looking for a positive and pro-active professional to join our Business Support Team at The Federation of Westminster Special Schools. You will undertake a wide range of key finance duties to support the efficient running of our Finance Department.

Experience in administration and finance is essential. Previous experience working in a similar role within a school environment is desirable. We welcome applications from people with transferrable skills and a desire to work in a school.

**Post Title:** Finance Administrator

**Post Location:** Either QEII or College Park, as needed

**Contract type:** Permanent

**Hours/Weeks:** 36 hours per week, Term-time only + 3 weeks

**Salary:** Band 2 Steps 5 – 7 (pro-rata)

**Responsible to:** Federation Senior Finance Officer and Headteacher

**Responsible For:** This role has no line-management responsibilities

**Only shortlisted candidates will be contacted**

Person Specification		
Criteria	Essential	Desirable
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>Educated to at least GCSE level (5 GCSEs including Maths and English) or equivalent</li> <li>Evidence of recent relevant CPD</li> </ul>	<ul style="list-style-type: none"> <li>Diploma or equivalent related professional qualification (e.g. AAT, ACCA, etc)</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Previous financial experience including; interpreting budgets, financial reporting and processing</li> <li>Experience of setting up and maintaining financial spreadsheets to a high standard</li> <li>Excellent team working skills and proven experience of working well in a team.</li> <li>Ability to communicate effectively with all members of</li> </ul>	<ul style="list-style-type: none"> <li>Working within an office in an educational environment</li> </ul>



	the multi-disciplinary team at work.	
<b>Professional Knowledge</b>	<ul style="list-style-type: none"><li>• Ability to accurately manage a small budget (petty cash and school fund)</li></ul>	
<b>Professional Skills</b>	<ul style="list-style-type: none"><li>• Good knowledge and understanding of basic accounting processes and procedures.</li><li>• Excellent organisational, interpersonal and time management skills.</li><li>• Ability to use, to a good standard, a range of ICT packages including, Microsoft Excel and Word.</li><li>• Ability to work under pressure and meet deadlines.</li><li>• Ability to work independently, make informed decisions and demonstrate initiative.</li><li>• Previous experience of EVERY</li></ul>	<ul style="list-style-type: none"><li>• Strong attention to detail and able to produce work with a high level of accuracy.</li><li>• Good knowledge and experience of facilities and Health and Safety in the workplace.</li></ul>

### We offer:

- A highly supportive environment and management team who encourage creativity and are very open-minded to new ideas from staff
- A diverse and vibrant community school
- Employee Assistant Programme - free confidential support, information and advice for staff
- Cycle scheme

Full details of the role and how to apply can be found on our website:

<https://www.qe2cp.westminster.sch.uk/page/?title=Vacancies&pid=210&action=saved>

In your application, please detail how you meet all sections and sub-sections of the person specification for this role and email your application to [cphr@qe2cp.westminster.sch.uk](mailto:cphr@qe2cp.westminster.sch.uk).

**Closing Date: Monday 9<sup>th</sup> December 2024**

**Interviews: Thursday 12<sup>th</sup> December 2024**

**Start Date: January 2025, or earlier**

The Federation of Westminster Special Schools welcomes applications regardless of age, gender, ethnicity or religion. Only applications submitted on the attached application form will be accepted. The Federation of Westminster Special Schools 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 an enhanced Disclosure and Barring Service checks along with other relevant employment checks.

In line with KCSIE 2022 and safer recruitment practices, the school will conduct an online search for all shortlisted candidates. The online search is part of our safeguarding checks and will seek publicly available information on candidates' suitability to work with children. Shortlisted candidates will be provided with further guidance and will be asked to clarify their online presence.



Federation of  
Westminster Special Schools  
& Bi-Borough Inclusion Service