St Francis Catholic Primary School

Queen's Rd, Maidstone, Kent, ME16 0LB.

Email: generalenquiries@stfranciscatholicprimary.com

Tel: 01622 771540 Headteacher: Mrs V. Ebdon

Job Title: Finance Officer

Working Hours: 17 hours per week (all year around)

Contract Type: Fixed-Term until 31st August 2027 (with potential for extension)

Salary: KSF

Location: St Francis Catholic Primary School, Maidstone ME160LB

Start Date: As soon as possible

Interviews: Tuesday 17/11/2026

About Us

At St Francis Catholic School we are a welcoming, vibrant, and inclusive primary school dedicated to providing a nurturing environment where our pupils thrive. We pride ourselves on operational excellence to ensure that our educational standards remain consistently high.

The Role

We are seeking a detail-oriented, self-motivated, and experienced Finance Officer to join our dedicated support team on a part-time basis (17 hours per week).

In this vital role, you will manage the day-to-day financial operations of the school. Working closely with the Headteacher, KCSP and the Governing Body, you will ensure our financial processes run smoothly, accurately, and in accordance with statutory regulations.

Key Responsibilities

- Budgeting & Monitoring: Assist in setting the annual school budget, tracking expenditure, performing regular budget monitoring, and forecasting.
- Accounts & Ledger Management: Maintain accurate financial records, manage purchase orders, process sales and purchase invoices, and perform regular bank and system reconciliations.
- Banking & Payments: Manage accounts payable and receivable, process BACS payments, and handle petty cash/school fund operations.

- Payroll Administration: Oversee monthly payroll input and verification, ensuring accurate recording of staff hours, overtime, claims, and deductions in liaison with the payroll provider.
- Financial Reporting: Prepare regular financial statements and monitoring reports for the Headteacher, and Governors.
- Compliance & Audit: Ensure compliance with financial regulations, school policies, and internal audit requirements.
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Person Specification

Essential Experience & Skills:

- Previous experience in financial administration, bookkeeping, or accounting.
- Strong working knowledge of budgeting, accounts processing, invoicing, and BACS payment systems.
- Experience in payroll preparation and data submission.
- Excellent numerical accuracy, analytical skills, and attention to detail.
- Proficiency in financial software and Microsoft Excel.
- Ability to work independently, prioritize workload efficiently, and meet strict deadlines.

Desirable Criteria:

- Experience working within an educational or public sector setting.
- A relevant finance/accounting qualification (e.g., AAT or equivalent).

What We Offer

- A supportive, friendly, and collaborative school community.
- Local Government Pension Scheme (LGPS).
- Opportunities for professional development and training.

How to Apply

To apply, please download the application pack from our website at *https://www.st-francis.kent.sch.uk* or contact the school office at generalenquiries@stfranciscatholicprimary.com.

- Closing Date: 15/11/2026
- Interview Date: 17/11/2026