



**CHILTON FOLIAT CE VA PRIMARY SCHOOL**



**BAYDON ST NICHOLAS CE VA PRIMARY SCHOOL**

**Part-Time Financial Officer across two schools  
Chilton Foliat and Baydon St Nicholas VA Primary Schools  
16 hours per week – flexible and term time only**

<b>Job Vacancy title</b>	Financial Officer (working over two schools)
<b>Full school addresses</b>	Chilton Foliat Primary School Stag Hill, Chilton Foliat, Nr' Hungerford, RG17 0TF <a href="http://www.chiltonfoliatprimary.org.uk">www.chiltonfoliatprimary.org.uk</a> Baydon St Nicholas Primary School, Ermin Street, Baydon, SN8 2JJ <a href="http://www.baydon-school.org.uk">www.baydon-school.org.uk</a>
<b>Contact Numbers</b>	Chilton Foliat: 01488 682630 Baydon St Nicholas: 01672 540554
<b>Primary Contact Email address</b>	<b>admin@chiltonfoliat.wilts.sch.uk</b>
<b>Salary</b>	Grade G14 – £30,060 pro rata, (£15.58 per hour)
<b>Hours of work</b>	16 hours per week
<b>Contract Type</b>	Permanent
<b>Commencement Date</b>	1 <sup>st</sup> September 2025
<b>Deadline for applications</b>	12 noon on <b>Friday 12<sup>th</sup> July 2025</b> .
<b>Interview Date</b>	Interviews will be held during the morning of <b>Tuesday 15<sup>th</sup> July 2025</b> .

A flexible and innovative opportunity has arisen for a finance officer to come and work with two LA Maintained schools, who are closely linked and have the same welcoming and positive school ethos and culture.

We are inviting applications for a Financial Officer to work between 12 and 16 hours per week. Hours can be arranged to suit the job holder, spread over the working week and are for term time only. Remote working may also be considered.

In this role you will work closely with the Governors, Headteacher and Administration Officer of both schools.

Using the SIMS FMS Financial computer programme (training can be arranged) you will be responsible for dealing with the finances of the school. Duties will vary to include:

- and management of the computerised financial systems and databases
- Prepare of analysis and reports for the LA, the Headteacher and the Governing Body
- Budgeting / Expenditure management
- Forecasting
- Cash flow analysis
- Preparing / Paying invoices
- Reconciling bank statement
- Submitting VAT returns
- Reconciling Salary statements
- Income and Expenditure Return
- Audit returns



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- Working knowledge of Excel
- Insurance and contract renewals



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Applicants will ideally be AAT qualified. Attendance at Governor led financial meetings will also be required.

Application forms and further details are available on request by emailing: [admin@chiltonfoliat.wilts.sch.uk](mailto:admin@chiltonfoliat.wilts.sch.uk).

Chilton Foliat Primary School and Baydon St Nicholas are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant in this role will be subject to a Full Disclosure and Barring Service check before the appointment is confirmed.