

Finance Officer

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Company: Remedy Education

Location: South East

Category: educational-instruction-and-library

At Remedy Education we are looking for a School Finance Assistant who has FMS and Parent Pay experience.

Are you an well - organised, detail-oriented and looking to upskill your portfolio within the administrative education sector?

Position: School Finance Assistant

Location: Lewisham, South East London

Start: ASAP start

We have an exciting opportunity for a School Finance Assistant to support one of our leading primary schools in Lewisham, South East London.

Responsibilities:

Ensure efficient financial management within the school, including budgeting, financial planning, and reporting.

Collaborate with the school's finance team to coordinate various financial tasks, such as payroll, invoicing, and purchasing.

Maintain accurate financial records and databases, ensuring compliance with relevant policies, procedures, and legal requirements.

Assist in the preparation of financial reports and presentations for school management and governing bodies.

Act as a point of contact for financial queries, both internally and externally, providing clear and professional communication.

Support the administrative team with general office duties, including filing, data entry, and other ad hoc tasks.

Requirements:

Previous experience in a finance or accounting role, preferably within an educational setting.

Strong understanding of financial management principles and practices.

Proficiency in using financial software and systems, such as Sage or similar accounting software.

Excellent organisational skills and ability to prioritise tasks effectively.

Attention to detail and accuracy in financial data handling and record-keeping.

Strong communication and interpersonal skills, with the ability to work collaboratively within a team.

Proficient in MS Office suite, particularly Excel and Word.

Familiarity with relevant statutory regulations and compliance procedures

Must have FMS experience (Please do not apply if you don't have FMS experience)

To apply, please submit your CV highlighting your relevant experience and skills to Anelka at Remedy Education

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