



Schools Finance Officer - Children, Families and Education Finance Team

Salary: Band: 10, £42,838 - £47,181 per annum (pro rata £18,061-£19,892 per annum)

Hours per week:

Your contractual hours are 15.6 per week, over 43 weeks which are to be worked in accordance with the flexible working hours' scheme and the needs of the Service. The role may require some evening working to deliver training.

The role is based in the Civic Offices, Portsmouth, with hybrid working, but office attendance is required on average 1 day a week, but this remains flexible, subject to business needs.

Location: Civic Offices, Portsmouth

Contract type: Permanent

The Service

As a service we take pride in our work by valuing others, focusing on what's important so that we make a real and positive difference.

As a Council, we work to shape our City and to deliver high quality, sustainable public services. We protect our vulnerable residents whilst at the same time capitalising on opportunities to improve the prosperity of all our residents, including outcomes for children and young people by driving economic growth and job creation, investing in skills to equip our residents for employment and by enabling housing that people can afford.

What is the role?

Based within the Finance and Resources Directorate and reporting to the Group Accountant, you will play a key role within the Children, Families and Education Finance Team, delivering high-quality financial support and advice to schools across the city.

This is an exciting opportunity to work closely with School Business Managers, Bursars, Finance Officers, Headteachers and Governing Bodies to help ensure that school finances are managed effectively, efficiently and sustainably. You will act as a trusted finance partner, supporting schools in making informed financial decisions that contribute to positive educational outcomes for children and young people.

The role involves supporting schools with budget setting, forecasting and medium- to long-term financial planning, helping leaders to align financial resources with their strategic priorities. You will provide expert guidance to maximise value for money, optimise the use of resources and strengthen financial resilience across the schools you support.

A significant aspect of the role is the delivery of on-site financial advice, training, coaching and mentoring to school finance staff and Headteachers within maintained schools. Through our Service Level Agreement, you will build strong working relationships and help develop financial capability across the sector. As this support is delivered directly within schools, regular travel across the city is required.



This post is predominantly term-time working, for two to three days per week depending on the business need. However, there will be a requirement to work during the Easter period each year to support schools and the Council's financial year-end processes.

The Children, Families and Education Finance Team is committed to providing a responsive, professional and customer-focused finance service that supports both day-to-day operations and strategic decision-making. There has never been a more exciting time to join the team as we support schools through a period of change and opportunity, including the implementation of a range of government initiatives and developments within the education sector.

This role offers the opportunity to make a tangible difference to schools, helping educational leaders manage resources effectively so that they can focus on delivering the best possible outcomes for pupils.

The postholder may be required to contribute to Local Government Reorganisation (LGR) activity, including supporting service transformation, collaboration with partner authorities, and transition planning as required.

Who is the person?

Essential Skills, Knowledge and Experience

1. **AAT qualified (or equivalent) with relevant post-qualification experience** in a finance environment, demonstrating a sound understanding of financial management principles and practices.
2. **Advanced IT skills**, including a high level of proficiency in Microsoft Excel, with experience of using formulas, pivot tables and financial modelling techniques. Competent in the use of Microsoft Office applications, including Word and Outlook, and able to quickly adapt to new financial systems. Experience of Oracle Fusion, Business Intelligence tools or similar financial management systems is desirable.
3. **Excellent communication and interpersonal skills**, with the ability to present complex financial information clearly and professionally to a range of audiences, including Headteachers, School Business Managers, Governors and other non-financial stakeholders.
4. **The ability to converse at ease** with customers and provide advice in accurate spoken English.
5. **Experience of providing financial advice and guidance**, supporting managers and budget holders to make informed decisions and ensuring compliance with financial regulations, policies and procedures.
6. **Experience of budget setting, monitoring, forecasting and financial reporting**, with the ability to identify financial risks, challenge assumptions and recommend appropriate actions.
7. **Ability to deliver training, coaching and mentoring**, both on an individual basis and to larger groups, helping to develop financial knowledge and confidence amongst school staff and leaders.
8. **Strong analytical skills**, with the ability to interpret and evaluate financial, statistical and benchmarking information, identify trends and communicate findings effectively.
9. **Excellent organisational and prioritisation skills**, with the ability to manage a varied workload, work independently and meet competing deadlines in a fast-paced environment.
10. **Strong customer focus**, with a commitment to delivering a high-quality, responsive and professional service. An understanding of equality, diversity and inclusion principles, together with health and safety responsibilities, is essential.



11. **Ability to build effective working relationships** and act as a trusted financial adviser, providing constructive support and challenge where appropriate.
12. **A full driving licence and access to a vehicle**, or the ability to travel independently between school sites across the city, as regular on-site support is a key requirement of the role.

Desirable Skills and Experience

1. Experience of working within **local government finance** or another public sector finance environment.
2. Knowledge of **school funding arrangements, education finance regulations and school financial management**. Whilst previous experience within school finance would be advantageous, a genuine interest in education finance and a willingness to develop specialist knowledge are essential.

What We're Looking For

We are seeking a finance professional who combines strong technical expertise with excellent relationship-building skills. The successful candidate will be confident working directly with Headteachers, School Business Managers and Governors, helping them to make informed financial decisions, develop sustainable budgets and maximise the impact of resources available to support educational outcomes

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.

General Data Protection Regulation (GDPR)

Portsmouth City Council is the Data Controller of any personal information you provide when applying for a job. It will only be used in connection with the recruitment process and will not be kept for longer than necessary. For more detailed information you can access the Data Protection Privacy Notice on our [careers portal](#).