



Finance Officer

37 hours per week

Term time + 10 days

Salary: NJC Grade 5

£25,530 - £27,250 per annum



Newport Girls'
High School
Academy Trust

Welcome to NGHS



Thank you for your interest in the position of Finance Officer at Newport Girls' High School.

We are delighted to invite applications for this important role within our ambitious and thriving school. As Newport Girls' High School continues to grow, we are seeking an organised, highly professional and proactive individual to join our team and help support the effective financial management of the school.

At NGHS we believe that excellent support staff are essential to the success of our students and the smooth running of the organisation. The Finance Officer will play a key role in ensuring that the school's financial processes are managed efficiently and accurately, providing valuable support to staff, students, trustees and the wider school community. NGHS is a truly special place to work. Our students are enthusiastic, intelligent and compassionate, whilst our staff are dedicated, supportive and committed to providing the very best educational experience. We are proud of our positive culture, strong sense of community and the teamwork that underpins everything we do.

We are also committed to supporting and developing our staff. Staff wellbeing is a genuine priority, and our Wellbeing Charter, included within this pack, outlines the many ways in which we support colleagues both professionally and personally. The school was judged Outstanding in every category by Ofsted in November 2022 and continues to achieve exceptional outcomes for students. NGHS was recently ranked first in Shropshire and among the highest-performing schools nationally for GCSE outcomes in the Sunday Times Parent Power Guide 2026. Alongside our academic success, we are proud of the national recognition we have received for our work in areas including mental health, Holocaust education and kindness.

Our Trustee Board is ambitious for the future of the school and has supported significant growth in recent years, enabling us to expand opportunities for young people whilst maintaining the high standards for which NGHS is known. The school remains heavily oversubscribed, with a flourishing Sixth Form that attracts students from across the region.

As this recruitment process takes place during the summer holidays, we are unable to offer visits to the school prior to application. We hope that the information within this pack, together with the content available on our website, will give you a sense of our ethos, community and aspirations for the future.

Thank you for considering Newport Girls' High School. We recognise the time and commitment involved in making an application and look forward to hearing from you.

Adam Jones
Headteacher



Aims, Ethos and Values

At NGHS, we strive to:

Provide a high-quality education which enables all students to reach their full potential as life-long learners

Foster a safe, inclusive environment in which all are valued, respected and celebrated

Offer opportunities for all to positively contribute to our NGHS family and the wider community

We achieve this by:

Being Kind

Working Hard

Having Fun!



All about NGHS

NGHS in Action!





Staff Well-being Charter

The Trustees, Headteacher and SLT take the well-being of all staff very seriously. The Charter below takes into account all of the measures we have in place to assist staff to carry out their professional duties. Our staff are supportive of each other and work hard as a team, in faculties, tutor teams and together across the whole school.



A Staff Well-being Committee which meets termly



Complimentary tea, coffee, sugar and milk in the staffroom



Staff Menopause Ambassador with appropriate support for all



A buddy for new staff who join NGHS for their first year



Counselling service free to all staff both in-house and externally



Golden Space in the Car Park; awarded weekly on rotation!



An annual flu jab for all staff available upon request each winter



Greater PPA time than national and no mainstream cover



Measured approach to lesson observation, drop-ins and good practice weeks



Calendared wellbeing weeks with no evening meetings/events



Childcare vouchers scheme for those who have children in regular day care



Annually reviewed Workload Policy; designed by staff for staff to support reducing workload



Deadlines well publicised and annual calendar consultation



Staff social evening each term - let your hair down and relax



Communications policy which protects time outside of school day



No student or class data collected for data's sake



A flexible and generous approach to family appointments, children's events, nativities, sports days etc.



SLT Open Door Policy at all times including urgent email for non-school days



Dedicated marking afternoon for all staff during internal exam week



Complimentary Christmas Dinner for all staff each year



Cake, laughter & friendship in the staffroom



Dedicated classroom wherever possible for all teaching staff



Thank You Friday reward scheme for staff to share appreciation of colleagues



A firm commitment to the current DFE Staff Wellbeing Charter

Job Description

RESPONSIBILITIES AND ACCOUNTABILITIES:

Purchase Ledger and Financial Administration	· Process purchase orders, invoices and supplier payments in line with the school's financial procedures. · Maintain accurate purchase ledger records and ensure appropriate coding of expenditure. · Liaise with budget holders and suppliers regarding orders, deliveries and invoice queries. · Assist with reconciliations and the preparation of financial information required by the Finance Manager. · Support compliance with financial regulations, internal controls and audit requirements. · Assist with the administration of school income, banking and payment systems as required.
Parental Payments and School Finance Systems	· Administer online payment systems and support parents with payment-related enquiries. · Maintain accurate records relating to school trips, revision materials, donations, transport and other chargeable activities. · Monitor outstanding payments and issue reminders where required. · Support the administration and reconciliation of financial records relating to school income streams.
Educational Visits Administration	· Provide financial and administrative support for the organisation of educational visits and residential trips. · Set up payment schedules and monitor trip income and expenditure. · Liaise with trip leaders, parents, transport providers and external organisations to support the smooth administration of visits. · Maintain accurate financial records and supporting documentation relating to educational visits. · Assist with refunds, insurance claims and associated financial processes where required.
Transport Administration	· Support the administration of the school's transport provision. · Liaise with transport providers, students and families regarding routes, payments and queries. · Maintain accurate transport records and monitor transport payments. · Assist in ensuring information relating to transport is accurate and up to date.
Data Management and Communication	· Maintain accurate financial and administrative records in accordance with school procedures and GDPR requirements. · Prepare reports, correspondence and documentation as required. · Act as a professional point of contact for financial enquiries from students, parents, staff and external providers.
Other additional duties	· Supporting the general administrative needs of the School. · Complete lunchtime and breaktime duties on a rota basis as part of a duty team. · Uphold safeguarding responsibilities and maintain confidentiality at all times. · Support the wider school community as required, including occasional reception cover and assistance during exam periods.
Other	· Undertake other reasonable duties that are commensurate with the post or school operations as and when required.

Person Specification

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications	· GCSEs including Maths & English (Grade C/4 or above)	· AAT qualification or equivalent finance qualification. · First Aid qualification.
Experience	· Experience working in a financial or administrative role. · Experience managing emails, telephone enquiries and records accurately. · Experience working as part of a team in a busy environment. · Ability to work independently and use initiative.	· Experience working in a school, academy or educational setting. · Experience of purchase ledger processes and financial systems. · Experience supporting audits, reconciliations or financial returns.
Knowledge & Skills	· Strong ICT skills including Microsoft Office applications, particularly Excel. Good numeracy and literacy skills. · Ability to work accurately with financial information and data. · Strong organisational and time-management skills. · Ability to manage competing priorities and meet deadlines.	· Experience using finance systems such as Xero, Tucasi, Arbor, Civica or similar platforms. · Knowledge of GDPR requirements. · Understanding of school finance and education sector processes.
Personal Attributes	· Professional, organised and reliable approach. · High levels of accuracy and attention to detail. · Ability to maintain confidentiality at all times. · Strong interpersonal and communication skills. · Ability to work effectively as part of a small team. · Commitment to safeguarding and child protection (enhanced DBS required).	· Flexible and adaptable approach. · Understanding of the needs of a school environment. - Sense of humour.

Application and Selection Process

Thank you for your interest in the Finance Officer role at Newport Girls' High School. We hope this pack has given you a strong sense of our values, ethos and ambitions.

To apply, please complete the official application form, including the supporting statement (Section 5), which should not exceed one page (font size 11).

We anticipate strong interest in this post and will shortlist candidates based solely on how well they meet the advertised criteria. A personalised letter that reflects an understanding of NGHS and its context is strongly preferred over a generic or AI generated application.

NGHS is an equal opportunities employer. We are committed to promoting equality and diversity across our staff team and welcome applications from all backgrounds, particularly those currently under-represented in school leadership. We do not discriminate on the basis of age, disability, sex, gender reassignment, sexual orientation, pregnancy/maternity, race, religion or belief.

The successful candidate will be subject to an enhanced DBS and Barred List check, along with other pre-employment checks in line with Keeping Children Safe in Education guidance. This includes obtaining police clearance for any time spent working or living abroad.

Key Dates:

- **Application deadline: Thursday 13th August 2026 at 9.00am.**
- **Interviews to place on Wednesday 19th August 2026.**

Please email your completed application form to jobs@nghs.org.uk. Letters of application should be addressed to the Headteacher, Mr A Jones. Referees must include your current or most recent employer and will usually be contacted at the point of shortlisting.

Please note: CVs will not be accepted. We may close the advertisement early if a sufficient number of high-quality applications are received, so early submission is encouraged.

We wish you every success with your application and thank you for considering joining our team at NGHS.

