

**WORKING AT HILLVIEW SCHOOL**

# **JOIN OUR TEAM**

For Appointment of:  
***Finance Officer***



# WELCOME

Based in Tonbridge, Kent, Hillview School for Girls is an 11 to 18 girls' all-ability school with a thriving, mixed Sixth Form. We chose to become an academy in August 2011 and are one of the highest-achieving non-selective girls' School in Kent. Our dynamic Performing and Visual Arts specialisms have a profound impact upon learning and contribute to the purposeful, friendly and stimulating atmosphere that permeates the school. We foster self-esteem and high aspirations.

By encouraging a 'can-do' culture, our students become astute, ambitious and independent. Visitors often comment about how articulate and enthusiastic our students are. We believe in the pure potential of every child within the school, to develop, mature and thrive, leaving education fully ready for the world of employment. We place a high emphasis on education beyond grades, actively exploring a wide range of opportunities to develop the awareness and engagement of our students in the world around them.

Hillview is a fully inclusive school where independence is developed through an innovative education and inspirational opportunities.

**Our vision is that: students unlock their pure potential to drive their future and thrive in society.**

The pure potential belief is integral to everything that we do in school and the outcomes we expect for our students. The skills and beliefs at the heart of the pure potential graphic pull together the Performing Arts values, the desirable attributes of a future employee and awareness of the world. Hillview believes in success and achievement beyond grades and highly values the breadth of character and experience that enables our alumni to stand out from the crowd and secure a successful role in the ever-changing modern world. Through our inclusive Hillview society, we actively develop and promote the independent learner and thinker, encouraging students to try, make mistakes and learn for themselves.

We help students develop a range of transferable skills from teamwork, leadership and independence through to communication, self-expression and time management. Our strong pastoral system ensures that behaviour is excellent and there is a relaxed but purposeful atmosphere throughout the school where young people can thrive and feel supported.

We have a vibrant, mixed Sixth Form that provides a variety of pathways for students to extend their learning, gain work experience with one of our many industry partners and prepare for university or work.

Further details of the school, including breakdown of performance figures, can be accessed through: [www.hillview.kent.sch.uk](http://www.hillview.kent.sch.uk)

Applicants are warmly invited to visit the school before applying.



**THE 2<sup>ND</sup> HIGHEST  
PERFORMING  
NON-  
GRAMMAR  
SCHOOL IN  
KENT**

# JOB DESCRIPTION

**Job Title: Finance Officer**

**Location: Tonbridge, Kent**

**Start Date: TBA**

**37 hours per week term time**

**Plus three additional weeks during the school holidays and INSET days**

**Hours of work between 8.00am-4.00pm Mon-Thursday, 8.00am-3.30pm on Friday**

**Full time equivalent starting salary £28,666  
(actual pro rata salary £26,834 gross per annum)**

**Hillview Range 7 Points 14-18**

**Accountable to:** Business Manager

## **Key Purpose**

Responsible for supporting the Business Manager in ensuring the efficient, effective and professional running of the Finance department.

## **Public Funds and Regulatory Compliance**

The postholder will ensure that all financial activity is conducted in accordance with:

- The Academy Trust Handbook
- The academy's funding agreement
- Hillview's financial policies and procedures
- HM Treasury's Managing Public Money principles

The postholder will support compliance with the principles of regularity, propriety, value for money and feasibility in the use of public funds.

## **Accounts Payable**

- Process purchase invoices and reconciling supplier statements in a timely manner in line with the academy's finance policy.
- Produce a weekly BACS payment run ensuring all appropriate documentation is authorised in line with the academy's finance policy.
- Manage all corporate card transactions into the finance system accurately resolving any discrepancies and reconciliations in a timely manner.

## **Purchase Orders**

- Process purchase orders from authorised purchase requisitions in line with agreed budget holder authorisation limits.
- Match goods received notes to purchase orders raised.

- Chase suppliers for outstanding orders/deliveries or make the necessary arrangements for return of goods.
- Liaise with site staff to ensure the safe delivery of goods to the relevant departments.
- Ensure procurement activity supports value for money and complies with trust procurement policies.

### **Accounts Receivable**

- Raise sales invoices for nursery fees, lettings, Viewpoint and any other ad hoc invoices for additional fees in line with agreed timelines.
- Maintain the sales ledger ensuring all information is up to date and adding new customers as required.
- Process all receipts (including childcare vouchers) against individual accounts on a regular basis.
- Ensure payments from customers are received in line with credit terms, send monthly statements and undertake credit control procedures to chase for overdue debts.

### **Banking**

- Reconcile the academy's bank accounts on a weekly basis.
- Ensure the timely banking of cash and cheques.
- Obtain foreign currency for school trips when required.
- Process standing order donations and collate information required for any gift aid claims.

### **Trips**

- Work with the Educational Visits Coordinator to undertake any necessary bookings and calculate the total costing for each trip.
- Set up all trips on finance system and liaise with Trips Administrator to set up on ParentPay.
- Process supplier invoices and ensure prompt payment made to all trip providers.
- Ensure trip finalisation is completed. Balance and close the trip account and obtain trip sign off by the appropriate trip organiser.

### **ParentPay**

- Issue ParentPay logins to all new student starters, including new year 7, and to all new staff members.
- Manage and be the main ParentPay contact for the school in order to set passwords including resets, generating letters to parents, issue refunds and assist with technical queries and all other ParentPay queries.
- Ensure balances for student and staff leavers are refunded.

### **Other duties**

- Keep all accounts filing up to date and archive as necessary (maintaining a central archiving log).
- Liaise with the Kent Free School Meals (FSM) team regarding any queries. Keeping their records as well as Hillview's up to date with respect to eligible students.
- Inform parents when students lose their FSM status or when they are newly eligible, update the MIS accordingly and inform the catering provider.
- Responsible for all lettings enquiries and bookings including providing a site tour, collating all relevant information in accordance with the academy's policy (e.g. completed lettings form, insurance details etc), update bookings calendar and liaise with site staff.
- Assist canteen manager with student lunch money queries.
- Assist with holiday cover in the main office and reception area.

- As requested by the Librarian, create invoices for overdue books, following up with 2nd reminder invoice if debt or book are not received.
- Undertake such other finance related or administrative duties as may reasonably be required to support the effective operation of the school.
- Act as a key point of contact for external audit, internal scrutiny and other regulatory assurance activity, providing timely access to records, explanations and reconciliations in accordance with audit requirements.
- Work in accordance with the trust's financial regulations, scheme of delegation and related financial policies, supporting regular reviews and updates where required.

### **Fraud, Irregularity and Whistleblowing**

The postholder will remain vigilant to the possibility of fraud, theft, cybercrime or financial irregularity and will report concerns promptly in accordance with the trust's whistleblowing policy and the Academy Trust Handbook.

### **Person Specification**

#### **Essential Skills, Qualifications and Experience**

- GCSEs (or equivalent) with grade C/4 or above in English and Maths
- Good understanding of accounting principles
- Previous experience of working in a busy Finance department
- Working knowledge of finance systems
- Knowledge of safeguarding requirements for working with children
- Excellent IT skills, Excel and Word
- Good level of numeracy and literacy
- Good written and verbal communication skills with the ability to communicate effectively with a wide range of people and personalities
- Ability to balance priorities for the completion of a task
- Willingness to undertake training, including updates on changes to the Academy Trust Handbook, financial regulations and public sector finance requirements.

#### **Desirable Skills, Qualifications and Experience**

- Level 2 AAT
- Previous experience working in a free school or academy
- Working knowledge of IRIS/PS Financials
- Working knowledge of ParentPay
- Knowledge of Arbor

#### **Essential Personal Attributes**

- Organised, accurate and detail conscious
- Flexible and adaptable, with the willingness to undertake ad hoc tasks and respond to changing priorities as required.
- Capacity to remain calm and to cope under pressure
- Ability to work to deadline
- A collaborative team player
- Self-motivated and proactive
- Strives for excellence
- Maintain confidentiality and work with discretion at all times
- Conscientious, reliable and enthusiastic
- Ability to contribute to the wider life of the school



# THE APPLICATION PROCESS

A completed application form should be sent, by post or by email, to Mrs. A. Dennett (HR Manager)

[dennetta@hillview.kent.sch.uk](mailto:dennetta@hillview.kent.sch.uk)

Closing date for applications: Friday 24 April 2026

Interviews: w/b 27 April 2026



Pure Potential

- Curiosity
- Unity Creativity
- Empathy Respect
- Self-belief Aspiration
- Courage Communication
- Commitment Resilience
- Excellence Employability
- Reflection Responsibility

INSPIRATION  
INNOVATION  
INDEPENDENCE  
INCLUSIVITY





# CONTACT US

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