

# Barnet Education and Learning Service



## 2 Finance Officers: 2-year Fixed Term Contract

**Barnet Education & Learning Service (BELS)**

**Closing date: 8<sup>th</sup> November 2026**

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## Welcome to Barnet Education & Learning Service (BELS)

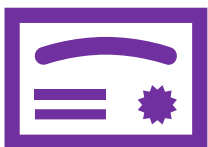
### About Us

<https://www.bels.org.uk/>

Barnet Education & Learning Service (BELS) is a local authority owned company responsible for providing Barnet Council's Education & Skills service to Barnet schools and settings.

The BELS Board of Directors has representatives from Barnet Primary Headteachers' Forum, Barnet Secondary Headteachers' Forum and Barent Parent-Carer Forum as well as Senior Leaders from the Council enabling a truly collaborative approach to decision-making and delivery which brings the best outcomes for Barnet's schools, educational settings, colleges, students, and young people. The Board of Directors also includes a BELS Staff Director in addition to our Chief Executive.

Along with statutory services, BELS provides a range of traded services to schools and settings, equipping them with the latest tools, training, and programmes to improve school standards and outcomes.



**95% of Barnet schools are good or outstanding and Barnet is now in the top 10% for almost all measures of achievement in schools and the top 5% for many of the measures.**

We are proud to play a part in creating resilient communities where pupils are high achieving and engaged by providing schools and settings with everything they need to help pupils reach their goals and achieve outstanding outcomes. We have highly experienced teams who stay abreast of new developments and best practices to empower teachers and governors in a changing world.

### Our Values and Behaviours



**Contact Officer: Siobhan Stacey**  
**Department: Finance**  
**Telephone: 0208 359 7700**

Dear Applicant,

**Post: Finance Officer 1.0 FTE x 2 (2-year FTC)**

Thank you for the interest you have shown in the above opportunity.

This Information Job Pack gives a full explanation of the role and working for Barnet Education and Learning Service (BELS). We are excited to learn what you can bring to BELS and Barnet's schools and settings. If you are passionate about delivering a high level of service, working in a dynamic and supportive team and making a difference then I encourage you to apply for the post.

To apply for this post, please visit: [Recruitment | Barnet Education & Learning Service | London \(bels.org.uk\)](https://www.bels.org.uk/Recruitment/Barnet-Education-&Learning-Service/London)

If you need assistance, please email the BELS HR Team at: [hr.barnetbels@barnet.gov.uk](mailto:hr.barnetbels@barnet.gov.uk) quoting job title.

**The closing date for applications – 5pm on Sunday 8<sup>th</sup> November.**

**Possible date for interview – 16<sup>th</sup> November 2026.**

If you would like to discuss this position on an informal basis, please contact me at: [Siobhan.Stacey@barnet.gov.uk](mailto:Siobhan.Stacey@barnet.gov.uk) or 0208 359 7700.

I look forward to receiving an application from you.

Yours faithfully

**Siobhan Stacey**  
**Finance Manager**  
**Barnet Education and Learning Service**  
2 Bristol Avenue, Colindale, NW9 4EW  
Email: [Siobhan.Stacey@barnet.gov.uk](mailto:Siobhan.Stacey@barnet.gov.uk)  
Tel: 0208 359 7700

## Advert

**Job Title: Finance Officer x 2**  
**2 Year FTC**  
**Hours: full-time**  
**Scale: SCP 20 - 26**  
**Salary: £37,794 to £41,511**  
**Expected Start date: January 2027**

- This is an exciting opportunity for a self-motivated individual to join Barnet Education & Learning Service (BELS), working in partnership with London Borough of Barnet. This post will be based within the BELS Finance Team providing high-quality finance support to BELS as an organisation or to the High Needs block area of the Dedicated schools grant, managed by BELS on behalf of Barnet council.
- As a key member of the team, you will be undertaking a range of finance activities including raising purchase orders, making invoice payments to suppliers via Oracle, goods receipting and processing payment uploads.
- Ensure suppliers have the relevant contracts required and adhere to contract procedure rules.
- Provide financial management information to support budget preparation and monitoring.
- Assist with payments of top-up funding to schools.
- Assist with the recording and control of payments to Independent, Non-Maintained and Out of Borough schools and SEN Inclusion Fund payments.
- We offer a competitive salary, contributory pension scheme, excellent annual leave, and a good work-life balance with our hybrid working options.
- If you're hard working, have experience of working in a finance team using financial IT systems such as Oracle, this role would appeal to you.

To apply for this post, please visit: [Recruitment | Barnet Education & Learning Service | London \(bels.org.uk\)](https://bels.org.uk/recruitment)  
If you need assistance, please email the BELS HR Team at: [hr.barnetbels@barnet.gov.uk](mailto:hr.barnetbels@barnet.gov.uk) quoting job title.

**Please can you also send a copy of your CV to [FinanceBELS@barnet.gov.uk](mailto:FinanceBELS@barnet.gov.uk)**

*For more information about our team, you can view our local offer page here: [Barnet Local Offer :: Home / Info and Advice / How to get help / How specialist education services can help / Educational psychology / EP: Professionals Page \(thisisfocus.co.uk\)](#)*

For an informal discussion about the post, please contact:  
**Siobhan Stacey 0208 359 7700**

**The closing date for applications – 5pm on Sunday 8<sup>th</sup> November.**  
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Barnet Education and Learning Service is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced DBS (Disclosure and Barring Service) with barred list check is required for all successful applicants. In addition, if this post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulations, the successful applicant will be required to declare.

We are committed to practising in ways that are equitable, anti-racist and culturally responsive and we welcome candidates who share this commitment. We have developed an equity and anti-racism policy which outlines our values and actions in this area including ongoing CPD and offering support to our school community. Recruitment of a diverse workforce that is representative of the community we serve is part of our ongoing commitment and is embedded in this policy and therefore, we welcome applicants who are underrepresented in our profession.

## **Job Description**

|                    |                                                    |
|--------------------|----------------------------------------------------|
| <b>Service:</b>    | <b>BELS Finance</b>                                |
| <b>Location:</b>   | <b>Colindale (Hybrid)</b>                          |
| <b>Job Title:</b>  | <b>Finance Officer</b>                             |
| <b>Grade:</b>      | <b>SCP 20 – 26</b>                                 |
| <b>Post No.:</b>   | <b>2-year FTC</b>                                  |
| <b>Reports to:</b> | <b>Finance Manager or Finance Business Partner</b> |

### **1. Job Purpose**

The Finance Officer is a professional finance role within the BELS Finance Team, responsible for supporting the delivery of high-quality financial administration, budget monitoring, financial processing, and management information across designated service areas.

The postholder will support the delivery of an effective and efficient finance service for BELS and/or the High needs element of the Dedicated Schools Grant by maintaining accurate financial records, processing financial transactions, assisting with budget monitoring, and forecasting, and providing financial information and guidance to managers and budget holders.

Working closely with the Finance Manager, Finance Business Partner and Senior Finance Officers, the role contributes to sound financial management, strong financial controls, and well-informed decision-making, whilst promoting value for money and continuous improvement across the organisation.

### **2. Key Accountabilities**

#### **Financial Administration and Processing**

- Process purchase orders, goods receipts, invoices, supplier payments, and income transactions accurately and in a timely manner.
- Ensure expenditure and income are recorded against the correct budgets and accounting codes.
- Process journals, adjustments and other accounting transactions as required.
- Support the administration and maintenance of financial records and systems. Provide financial management information to support budget preparation and monitoring of the High Needs budget.
- Support with the recording and control of payments to Independent, Non-Maintained and Out of Borough schools.
- Support with the top-up payments to Barnet schools.
- Support the Budget and Finance manager on the Post 16 process to ensure that claims are processed in a timely manner and payments to colleges are correct and timely.
- Assist with debt monitoring and income recovery activities where required.
- Ensure compliance with financial regulations, policies, and procedures.

## **Budget Monitoring and Financial Support**

- Support Finance Managers and Finance Business Partners in the preparation of budget monitoring reports and forecasts.
- Assist budget holders in understanding financial information and budget performance.
- Provide financial management information to support budget preparation and monitoring of the High Needs budget.
- Investigate variances and provide supporting information and analysis.
- Maintain accurate financial records and monitoring information.
- Support the preparation of annual budgets and financial plans.

## **Financial Planning and Analysis**

- Support managers to produce financial reports, reconciliations, and management information.
- Help analyse financial and operational data to identify trends and support decision-making.
- Support the preparation of business cases, funding returns and grant claims where required.
- Ensure financial information is accurate, timely and aligned with reporting requirements.

## **Customer Focus and Stakeholder Support**

- Deliver a responsive and customer-focused finance service.
- Maintain effective working relationships with managers, schools, service providers, and other stakeholders.
- Respond promptly to finance queries and provide clear advice and guidance.
- Present financial information clearly to non-finance colleagues.

## **Financial Control and Governance**

- Support the maintenance of strong financial controls and governance arrangements.
- Assist with year-end closedown activities, audit requirements, and working papers.
- Ensure VAT and accounting requirements are understood and correctly applied.
- Monitor compliance with contracts, financial procedures, and delegated authorities.

## **Continuous Improvement**

- Contribute to the development and improvement of financial systems, processes, and reporting.
- Identify opportunities to improve efficiency, accuracy, and customer service.
- Support finance transformation and service improvement initiatives.

## **3. Staff Responsibilities**

- No direct management responsibility.
- Support and assist colleagues as required.
- Contribute positively to team objectives and service improvement activities.

#### **4. Financial Responsibilities**

- Provide finance support across designated BELS service areas and budgets.
- Support the monitoring of income and expenditure budgets.
- Assist with the financial administration of grants, projects, commissioned services, and traded activities where required.
- Ensure financial transactions are processed accurately and in accordance with approved procedures.

#### **5. Health and Safety Responsibilities**

- Ensure safe and effective delivery of services, maintaining high standards of health and safety and risk management.

#### **6. Corporate Responsibilities**

- Promote organisational values, equality, diversity, and inclusion in all aspects of work.
- Maintain high standards of customer care and confidentiality.
- Work flexibly to support organisational priorities and service requirements.
- Support safeguarding responsibilities and the welfare of children and young people.

#### **7. BELS Commitment to Equality**

- Deliver BELS' commitment to equality of opportunity both in the provision of services and as an employer.
- Promote equality, diversity and inclusion in the workplace and in the services delivered.

## PERSON SPECIFICATION

| Type                                        | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|---------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Qualifications and Professional Development | <ul style="list-style-type: none"> <li>• AAT qualification, finance qualification, or equivalent experience in a finance environment.</li> <li>• Evidence of relevant professional development.</li> <li>• Educated to A-Level standard or equivalent experience.</li> </ul>                                                                                                                                                                                                                                                                                                   |
| Experience and Knowledge                    | <ul style="list-style-type: none"> <li>• Experience working within a finance, accounting, or business support environment.</li> <li>• Experience of processing financial transactions and maintaining financial records.</li> <li>• Experience of budget monitoring, reconciliations, and financial administration.</li> <li>• Understanding of accounting principles and financial controls.</li> <li>• Experience of working within a public sector, education, or similar environment desirable.</li> <li>• Experience of financial systems and reporting tools.</li> </ul> |
| Skills and Abilities                        | <ul style="list-style-type: none"> <li>• Strong numerical and analytical skills.</li> <li>• Good Excel and financial systems skills.</li> <li>• Ability to interpret financial information accurately.</li> <li>• Strong organisational skills and attention to detail.</li> <li>• Ability to prioritise workloads and meet deadlines.</li> <li>• Effective communication and stakeholder management skills.</li> <li>• Commitment to continuous improvement and excellent customer service.</li> </ul>                                                                        |

## Behavioural Competencies

| Competency                            | Key to role                                                                                                                                                                                                                                                 |
|---------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Communicating and influencing         | <ul style="list-style-type: none"> <li>Communicates clearly and effectively with colleagues and stakeholders.</li> <li>Builds productive working relationships.</li> <li>Explains financial information in a straightforward and accessible way.</li> </ul> |
| Respecting others                     | <ul style="list-style-type: none"> <li>Demonstrates respect, inclusivity, and professionalism.</li> <li>Supports equality, diversity, and inclusion.</li> </ul>                                                                                             |
| Striving for excellence               | <ul style="list-style-type: none"> <li>Delivers accurate, high-quality work.</li> <li>Seeks opportunities to improve processes and service delivery</li> </ul>                                                                                              |
| Team working                          | <ul style="list-style-type: none"> <li>Works collaboratively with colleagues and stakeholders.</li> <li>Supports a positive and proactive team culture.</li> </ul>                                                                                          |
| Customer service                      | <ul style="list-style-type: none"> <li>Delivers responsive, professional, and efficient customer service.</li> <li>Understands and responds to customer needs.</li> </ul>                                                                                   |
| Critical Thinking and Problem solving | <ul style="list-style-type: none"> <li>Uses data and evidence to reach sound conclusions.</li> <li>Identifies issues and develops practical solutions.</li> </ul>                                                                                           |
| Delivering at pace                    | <ul style="list-style-type: none"> <li>Takes responsibility for delivering timely and accurate outcomes.</li> <li>Effectively manages competing priorities and deadlines.</li> </ul>                                                                        |

|                    |
|--------------------|
| <b>Key Details</b> |
|--------------------|

**Reporting to: Finance Manager / Finance Business Partner**

**Contract: 2-year FTC**

**Salary: £37,794 to £41,511**

**Location:** Hybrid Working

**Annual Leave**

Your annual leave is based on the grade and years of continuous service. Upon their start, employees will be entitled to **31** days plus 8 Bank Holidays per annum – pro-rated for part timers.

**Flexible and Hybrid Working**

This is a full-time post (but could be reduced to 0.8 FTE for the right candidate).  
Commitment to flexible and hybrid working.

**Voluntary Pension Scheme – Non-Teachers**

Staff joining BELS can choose to contribute to a Pension Scheme and will become members of AVIVA – the Pension provider for BELS. Staff can contribute either 4.5% or 7% of their salary into the Scheme and BELS will match this. BELS is a private company of Barnet Council which has its own legal entity and terms and conditions which are different from Barnet's.

**Please note:**

“BELS, as a Local Authority Controlled Company, is deemed by the Council to be an associate employer of Barnet Council and is therefore covered under the Modification Order. This means that any continuous service you currently have (within another local government service, or a school or any organisation signed up to the Modification Order) will be transferred with you into BELS”

It is a standard practice that prospective employees are offered the starting point of the pay scale and expect that staff would progress through the spine points on an annual basis. However, if there is a strong case to pay above the minimum of the scale, the Senior Management Team would consider the case.

## Application Process

**The closing date for applications – 5pm on Sunday 8<sup>th</sup> November.  
Possible date for interview – 16<sup>th</sup> November 2026.**

### Completing Application Forms

To apply for this post, you must complete an online **application form** available within the job posting under [Recruitment | Barnet Education & Learning Service | London \(bels.org.uk\)](#).

Particular attention should be given to the Supporting Information section within the application form. Shortlisting is based on the candidate's ability to meet the selection criteria within the person specification. Therefore, it is essential that you outline clear examples and evidence of how you meet the requirements of the person specification. Examples and evidence should also relate back to the duties/accountabilities contained in the job description.

### Reply Details

Your application form must reach us by closing date. Applications received after this date will not be considered.

To apply for this post, please visit: [Recruitment | Barnet Education & Learning Service | London \(bels.org.uk\)](#)

If you need assistance, please email the BELS HR Team at: [hr.barnetbels@barnet.gov.uk](mailto:hr.barnetbels@barnet.gov.uk) quoting job title.

It is important that you complete ALL sections of the application form.

**Please can you also send a copy of your CV to FinanceBELS@barnet.gov.uk**

### Next Steps

If you are selected for interview, we will contact you by email and/or text message.