

# **Barnet Education and Learning Service**



## **Finance Officer**

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

**Closing date: Wednesday 28<sup>th</sup> January 5pm**

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

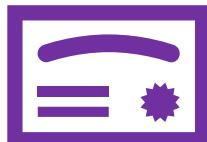
### About Us

<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: Priya Shah**  
**Department: BELS-Finance**  
**Telephone: 0208 359 4418**

Dear Applicant,

**Post: Finance Officer 0.8 (Fixed Term Contract)**

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.

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 28<sup>th</sup> January 2026**  
**Interviews will be held week beginning– 2<sup>nd</sup> February 2026**

If you would like to discuss this position on an informal basis, please contact me at: [Priya.Shah@barnet.gov.uk](mailto:Priya.Shah@barnet.gov.uk) or 0208 359 4418

I look forward to receiving an application from you.

Yours faithfully,

**Priya Shah**  
**Finance Business Partner**  
**Barnet Education and Learning Service**  
2 Bristol Avenue, Colindale, NW9 4EW

**Job Title: Finance Officer**  
**One-year fixed term contract from March 2026**  
**Hours: 28.8 hours negotiable (0.8 FTE)**  
**Scale: SCP 20 - 26**  
**Salary: £36,585 to £40,182 pro-rata**  
**Expected Start date: As soon as possible**

- 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 Education and Skills ensuring accurate, timely, and robust budget management support.
- 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 receipting and 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.
- This is a varied role in a motivated and cheerful team, who work well together and support one another.
- We are seeking someone and are offering a fixed term contract of 12 months.
- We can offer a competitive salary, contributory pension scheme, decent holidays, good work-life balance where you can work predominately out of the office, but some office working may be required.
- 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.

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.

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 \(thisisfocus.co.uk\)](https://thisisfocus.co.uk)

**Closing date for applications: 5pm on Wednesday 28<sup>th</sup> January 2026**

**Interview date: 3rd February 2026 (possible date)**

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. A 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.

<b>Service:</b>	<b>Barnet Education &amp; Learning Service (BELS)</b>
<b>Location:</b>	<b>2 Bristol Avenue, Colindale</b>
<b>Job Title:</b>	<b>Finance Officer Fixed Term of 12 months</b>
<b>Grade:</b>	<b>SCP 20 - 26</b>
<b>Reports to:</b>	<b>Finance Business Partner / Finance Manager</b>

## Section A: Specific Role Profile

### Role Profile

#### 1. Purpose of Job:

- Be part of a team providing an integrated financial management service for the Education and Skills Service, ensuring accurate, timely and robust budget management support.
- Ensure all systems and advice complies with the financial framework and policy as agreed between Barnet Council and Barnet Education & Learning Service.
- Process payments to suppliers and members of staff efficiently through the appropriate systems e.g. Oracle.
- Process sales invoices for issue to customers
- Provide financial management information and advice to budget holders in respect of budget preparation and monitoring.
- Assist in the collection of debts with customers where appropriate and resolve outstanding problems within the ledgers
- Monitor contracts with external suppliers to ensure delivery of services in compliance with contractual terms and agreed service standards.
- Support managers in the general preparation of accounts and forecasts.
- Assist in the preparation of year end accounts.

#### 2. Key accountabilities/duties/responsibilities:

- Provide high quality, accurate, responsive financial support, advice and information, which complies with local and corporate standards.
- Work with managers in the preparation of monthly forecasts.
- Assist with the reconciliation of all internal accounting systems, and accounts.
- Monitor financial data accuracy and consistency across the range of systems and spreadsheets.
- Support the Finance Manager and Senior Finance Officer in maintaining the authorised signatory list for the Education and Skills Service and other financial authorisations.
- Ensure purchase orders, goods receipt notes, invoices and payments to suppliers are processed accurately via the appropriate system and with the correct codes.

- Ensure VAT procedures are understood and fully complied with in respect of orders, invoice payments etc.
- Process journal transfers in respect of allocated expenditure as required.
- Prepare statistical/financial data and data in respect of payments to support budget preparation and monitoring.
- Monitor contracts with external suppliers to ensure delivery of services in compliance with contractual terms and agreed service standards.
- Ensure that expenditure and anticipated expenditure are closely tracked and reported on.
- Assist the Finance Business Partner in the development of business cases as appropriate.
- Represent the Finance Business Partner/Finance Manager where appropriate.
- Assist in the preparation of Year-End Accounts.
- Any other duties commensurate with the post.

## **2.1. Key accountabilities**

### **2.1.1. Managing Service Direction**

- Support a high-performance culture that drives continual improvement, efficiency savings and high levels of customer satisfaction.

### **2.1.2. Strategy and Policy Development**

- Help support the strategic direction of placements to optimise service effectiveness.
- Contribute to team and service plans ensuring that they reflect service priorities and corporate objectives.

### **2.1.3. Performance and Customer Focus**

- Ensure that rigorous and effective performance management processes are applied to drive forward service improvements, including managing, monitoring, and reporting on service performance standards.
- Ensure that outstanding customer service is being delivered on a day to day basis in line with corporate and service standards.

### **2.1.4. Financial Responsibilities**

- Ensure the service delivered operates within a culture of value for money and cost efficiency.
- Contribute to an integrated finance support service for the Education and Skills Service that delivers a sound financial infrastructure, policies, processes and procedures to support the business.

### **2.1.5. Leadership and Management**

- No direct management

### **2.1.6. Communication & Influence**

- Ensure all communications are clear, effective and appropriately targeted in compliance with communication corporate standards.

- Work closely and collaboratively with colleagues across the Service and partners, including Health, Family Services, and educational settings to ensure business activities are appropriately integrated and joined up.

#### **2.1.7. Health and Safety and Data Management**

- Promote and safeguard the welfare of children and young people, ensuring this principle, culture and practice is embedded in all business processes and communications, in compliance with national and local procedures and protocols.
- Ensure that all personal data is handled securely and in strict compliance with the data protection legislation and the Barnet Education and Learning Service data management protocols.

#### **3. Promotion of Corporate Values**

- To ensure that customer care is maintained to the agreed standards according to the council's and BELS values. To ensure that a high level of confidentiality is maintained in all aspects of work.

#### **4. Flexibility**

- The post holder may be required to carry out other reasonable duties commensurate with the grade, as requested by their line manager.
- This job description is not exhaustive and may change as the post or the needs of the employer develop. Such changes will be subject to consultation between the post holder and their manager and, if necessary, further job evaluation.

#### **5. Barnet Education & Learning Service's Commitment to Equality**

- To deliver the BELS's commitment to equality of opportunity in the provision of its services. All staff are expected to promote equality in the workplace and in the services delivered.

## Person Specification

Type	Level Required
<b>Professional qualifications/memberships</b>	<b>Experience in public finance/accountancy desirable and/ or equivalent qualification by experience with training in a related business environment.</b>
<b>Education</b>	<b>Educated to degree level with relevant experience, or an equivalent mix of qualifications and experience. Numeracy to at least GCSE level.</b>

## Technical / Knowledge requirements

Type	Description
<b>ICT Skills</b>	Competent and confident in the use of standard Microsoft Office products with at least intermediate skills in the use of Excel. Proven ability to handle confidential personal information in an appropriate and secure manner. Proven ability to use Financial Management Systems to a competent level. Experience of working in Oracle Financials would be ideal.
<b>Knowledge &amp; Experience</b>	Knowledge, experience and understanding of delivering high quality and valued Finance support service including (but not exclusively) forecast monitoring, assisting with year-end closing of accounts, handling of documentation, recording and processing of financial and statistical data and experience of various payment settlement of liability methods. Successful record of delivering appropriate finance solutions. Experience and/or knowledge of working within a local authority, or in an equivalent organisation/environment. Experience of working with schools and/or colleges of further education is desirable. Highly numerate in terms of skills relevant to data management Experience of implementation of a finance system would be an advantage. Understanding of the interface between Officers and Councillors. Understanding of the principles of safeguarding and committed to safeguarding children and young people. Recognises the importance to the council of active partnership working and embraces partnership working where relevant to deliver services in the most effective and efficient manner.
<b>Planning, organising and controlling skills</b>	Ability to deal with reports and data, and to demonstrate good analytical skills, synthesis and précis skills. Ability to analyse complex information, identifying trends, and features of relevance to the business or performance or practice issue being considered. Proven record of logical and effective decision making that is clearly articulated. High quality, accurate and timely work.

	<p>Capable of reviewing and evaluating results against quality standards, sharing this learning with others and taking decisive action to ensure that plans are delivered.</p> <p>Ability to manage a complex workload and meet tight timescales.</p>
<b>Communication and influencing skills</b>	<p>Evidence of ability to communicate potentially complex issues in an effective and clear style.</p> <p>Proven ability to develop and maintain effective professional working relationships.</p> <p>Ability to support and coach staff to make better use of ICT systems through developing their confidence and competence.</p> <p>Proven ability to ensure a high standard of customer care.</p> <p>Ability to work effectively, flexibly and constructively with colleagues in a team where team members work positively to a shared goal.</p> <p>Ability to work effectively with senior managers, staff, school colleagues to establish confidence, trust and credibility.</p>
<b>Initiative and Innovation skills</b>	<p>Demonstrates a dynamic and achievement orientated attitude and way of working.</p> <p>Commitment to embrace the principles of quality in the delivery of the service.</p>

## Key Details

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

**Contract: One year**

**Salary: £36,585 to £40,182 pro-rata**

**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 25 days plus 8 Bank Holidays per annum – pro-rated for part timers.

### **Flexible and Hybrid Working**

This is a part-time post for 28.8 hours but could reduce to 21.6 hours 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

**Closing date for applications: 5pm on Wednesday 28th January 2026**

**Interview date: Week beginning 2<sup>nd</sup> February 2026**

### Completing Application Forms

To apply for this post, you must complete an online **application form** available within the job posting under [Search Jobs - BELS External Career Site Careers](#).

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: [Search Jobs - BELS External Career Site Careers](#)  
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.

### Next Steps

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