St. Mary's
Grammar School,
Magherafelt.

Job Application Pack

Finance Officer
with Administrative Duties

Permanent, Part-time



Gloria Deo Soli

INFORMATION ABOUT ST. MARY'S

St Mary's Grammar School was founded in 1927 by the Sisters of the Holy Family of Bordeaux and is established as a leading grammar school in Northern Ireland attended by 1108 pupils aged 11-18. It is a Catholic, Co-Educational, Voluntary Grammar with a current teaching complement of 65, with 80 support staff.

The school has a reputation for excellence in all aspects of its provision, including the care and welfare of pupils, curriculum offer, extra-curricular activities and learning facilities. As a child-centred school, we promote the all-round, holistic development of our pupils by providing opportunities for them to develop personally, socially, physically, emotionally, spiritually, intellectually and creatively. Our goal is that our pupils will grow as mature, responsible young men and women who will be ready to embrace the challenges and opportunities of life and work in the future, and make a valuable, positive contribution to society. During their time with us and beyond, we hope that our young people will be guided by the faith-based principles and values we instil through the Catholic, Christian ethos of our school and our school motto – 'Gloria Deo Soli' or 'Glory to God Alone'.

As a school, we value highly our partnership with parents/carers and we are committed to working with them in the best interests of their child at all times. Our dedicated staff – teaching and teaching support - ensure that our pupils enjoy a safe, comfortable, stimulating and nurturing school environment each day. Outside the classroom, we provide a broad range of enrichment opportunities, involving pupils in sport, music, drama, student leadership, international travel and public speaking- to name but a few - all of which contribute so significantly to the personal growth and rounded development of our young people. As a result of their positive school experience, St. Mary's pupils excel in public examinations and acquire the qualifications they need to pursue their future educational and career aspirations. More importantly, they leave equipped with the values and character, that enables them to make positive contributions to their own lives and to wider society. The school was named as Sunday Times Secondary School of the Year NI in December 2022.

SCHOOL VISION, VALUES AND MISSION

Our Vision

Gloria Deo Soli, realised through nurturing a community of faith, excellence and service, guided by Catholic values;

Our Values

Respect Compassion Humility Integrity

The St. Mary's Grammar School Mission is to:

- create a vibrant, living faith, community where everyone is encouraged to live the Gospel values and to contribute to the Catholic ethos of the school;
- provide young people with opportunities that allow them to develop their unique skills, gifts and talents and to flourish as individuals, in the service of others;
- provide a safe, supportive environment for our entire school community, which promotes the inclusion, equity, and equality of all;
- provide a rich and progressive curriculum, supported by excellent learning and teaching, to empower young people in their academic aspirations and endeavours;
- offer meaningful and innovative opportunities that enrich and extend learning beyond the curriculum;
- celebrate, enjoy and contribute to the richness of Irish culture and heritage through language, music, dance and sport;
- offer diverse experiences for young people to develop their leadership skills, equipping them to lead in a manner that reflects the St. Mary's core values;
- empower St. Mary's staff to strengthen and share their expertise, through tailored professional development and by building collaboration with partners;
- celebrate and work in close partnership with our wider school community of parents, alumni, local businesses, and other stakeholders to enable young people to thrive.

JOB DESCRIPTION

FINANCE OFFICER WITH ADMINISTRATIVE DUTIES (PERMANENT, PART-TIME)

REPORTING STRUCTURE

The postholder will report to the Principal through the Bursar and Office Manager.

Hours

Hours negotiable, permanent.

22 hours per week (5 days per week, flexible).

SALARY

NJC Point Range: 11-14 £29,071 – £30,515 per annum pro rata.

NILGOSC Pension Scheme and Employee Benefits Scheme applies

Holiday Entitlement

23 days per annum, increasing to 29 days after 5 years' service + statutory holidays.

Role Summary

To provide financial, administrative, and clerical support to the Bursar, Principal, and Board of Governors and manage the school cash accounting systems to include sales and purchase ledger and assisting with financial management of all cash and electronic payment methods.

1. MAIN DUTIES AND RESPONSIBILITIES

1.1 Manage the school cash and electronic payment systems.

2. GENERAL ADMINISTRATIVE PROCESSES AND RECORDS

2.1 Provide financial, administrative, and clerical service for the Bursar, and Principal in connection with all school matters, in a confidential and calm manner.

2.2 Develop, maintain and operate manual and/or computerised information systems in connection with pupils and staff.

2.3 Contact with relevant personnel to receive and provide information.

2.4 Input new Year 8 Admissions to School Management System.

2.5 Being part of the team that is responsible for operating the school's main telephone, transferring calls, or taking and delivering messages as appropriate, ensuring that messages taken are passed on for action.

2.6 General clerical and administrative tasks such as photocopying, printing, scanning, laminating etc.

3. FINANCE

3.1 Receive, receipt and account for all cash and electronic receipts.

3.2 Bank monies and maintain banking records.

3.3 Communicate with relevant personnel and provide assistance in relation to financial procedures.

3.4 Receive, receipt and account for all cash.

4. School Cashier

4.1 Receive all cash from pupils and receipt accordingly, performing all record keeping and reconciliations as required.

4.2 Operate the school and canteen petty cash system using the imprest system, operate the FMS petty cash module in order to charge out the petty cash float, reconcile and correct any discrepancies.

4.3 Ensure all ParentPay records are set up managed and operated correctly dealing with parental queries and performing all reconciliations across the school.

4.4 Draft correspondence, obtain and update lists of pupils, reconcile balances for school functions and activities liaising with Principal, Principals' Personal Assistant and senior school staff and operate all cash and income receipting systems.

4.5 Carry out banking activities and keep cash within school insurance limits on the school site.

4.6 Manage spreadsheet reconciliations for school trips from Principal's approval and risk assessment forms to individual trip reconciliations and backing this up with deposit and final payments to suppliers.

4.7 Issuing and managing the teaching and support staff receipt books and performing general office reconciliations with teaching and support staff books.

4.8 Set up standing orders and reconcile bank statements.

4.9 Create Gift Aid schedule, record payments and forward to HMRC for payment.

4.10 Invoice of Capital Fees using fees ledger through to Capital bank reconciliation of payments.

5. OTHER DUTIES

5.1 Such other duties as may be assigned within the level of the job.

Review arrangements

The details contained in this job description reflect the content of the job at the date it was prepared. However, it is inevitable that, over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the school will expect to revise the job description from time to time and will consult with the post holder at the appropriate time.

Posts involving work with children and young people in educational institutions are subject to the provisions of the Safeguarding Vulnerable Groups (NI) Order 2007. With effect from 1 April 2011 the Department of Education ceased to fund pre-employment checks carried out by AccessNI. As a result, any applicant offered paid employment in regulated activity from this date will be required to pay £32 for the enhanced disclosure certificate (EDC). AccessNI regulations do not allow for individuals to apply directly to AccessNI for an EDC therefore applications must continue to be made through the registered body (St Mary's Grammar School).

Closing date for applications:	**12.00 noon, Monday 16 November 2026**

PERSON SPECIFICATION

FINANCE OFFICER WITH ADMINISTRATIVE DUTIES

FACTORS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Qualifications and Training	Have either **(A)** or **(B)** **(A)** 5 GCSE's (Grades A*-C) including English Language and Mathematics, or equivalent or higher level qualifications. **Plus** 1 years' experience in an administrative / clerical role in a busy office environment **OR** **(B)** A minimum of 3 years' experience in the last 5 years in a finance role in a busy office environment with GCSE Grades A*-C in English Language and Mathematics **Plus** Demonstrable experience of Cashless Management System and Cashier Handling	- Eg Accounting Technician; HND in Finance or Accounting or equivalent qualification	Application form.
Relevant Experience / Knowledge	- Experience of working within a finance department, carrying out a range of financial tasks - Experience in cash and income handling within a finance office with electronic income systems	- Financial experience within the educational sector	Application form. Interview.
Skills	- Evidence of proficiency in the use of Microsoft Word, Excel and Outlook - Excellent communication and inter-personal skills, the ability to communicate with people at all levels.	- Excellent interpersonal and communication skills	Interview.

	- Confident and polite manner when dealing with people. - A clear and welcoming telephone manner. - Excellent attention to detail. - Be able to work quickly and accurately. - Work as an effective team member. - Excellent planning and organisational skills. - Excellent time-management skills. - Ability to work efficiently on own initiative, remain calm under pressure and maintain a high standard of work. - Confident with a high degree of self-motivation. - Professional and helpful approach. - Desire to provide an excellent service with excellent customer service skills. - Ability to prioritise, multi-task and manage own time effectively. - Analytical and problem solving skills. - Enjoyment in working with young people. - Think clearly in emergency situations.		
Personal Qualities		Demonstrate a professional, confidential manner	Interview.

The Board of Governors Reserve the Right to Enhance the Criteria outlined above.
Evidence of examination certificates may be required for the successful candidate.

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