

JOB DESCRIPTION

FINANCE OFFICER

Department	Finance
Contract Type	Permanent
Hours	Part-Time 22.5 p/w
Schedule	Monday, Wednesday Friday, 08.30 – 16.30 We are open to flexible working arrangements to suit the right candidate, provided the hours are spread over at least three days per week.
Location	Hybrid 1 work from home day per week
Reports to	Financial Controller
Direct Reports	N/A

JOB PURPOSE

The Finance Officer plays a key role in supporting the smooth and accurate operation of BEP’s financial processes. Working closely with the Financial, you will ensure that all financial transactions are processed efficiently, recorded accurately, and comply with BEP’s financial policies and procedures.

This is a hands-on role that requires attention to detail, excellent organisational skills, and the ability to work collaboratively within a small, busy finance team. You will support the preparation of management accounts, assist with reconciliations and reporting, and contribute to the overall financial integrity of the organisation.

KEY RESPONSIBILITIES

Financial Operations

- Process and maintain accurate financial records in line with BEP’s financial procedures and timescales.
- Support the production of monthly management accounts and other internal reports as required by the Finance Controller.
- Assist with month-end and year-end processes, including reconciliations, journals, and accruals.
- Support budget monitoring by ensuring accurate coding of income and expenditure and flagging any anomalies.
- Process staff expense claims, purchase orders, and payments, ensuring compliance with financial policies.
- Support the monitoring of cash flow and banking transactions.
- Maintain accurate and up-to-date records within BEP’s finance systems (e.g. XLedger, Sage, or equivalent).

Accounts Payable & Receivable

- Support the Financial Controller in ensuring the timely processing of invoices, credit notes, and receipts.
- Assist in resolving supplier and customer queries in a professional and timely manner.
- Reconcile supplier statements and follow up on outstanding items.
- Support credit control activities to ensure prompt payment of invoices.

Reporting & Compliance

- Assist the Finance Controller with financial reports for internal and external stakeholders, including Board and audit requirements.
- Help ensure compliance with relevant financial regulations, internal controls, and best practice standards.
- Contribute to the preparation of documentation for annual audit and statutory reporting.

Systems & Process Improvement

- Contribute to the review and improvement of financial systems and processes to enhance efficiency and accuracy.
- Ensure all records and documentation are maintained to a high standard and are easily retrievable.
- Support the implementation of digital tools and process improvements within the finance function.

Collaboration & Teamwork

- Work closely with the Finance Controller to ensure smooth day-to-day operations.
- Provide support and cover for team members during absence or peak periods.
- Contribute to a positive, collaborative, and solution-focused team culture.

PERSON SPECIFICATION

ESSENTIAL
<ul style="list-style-type: none">• Experience working in a finance or accounting role.

- Strong numeracy and attention to detail.
- Experience of processing invoices, payments, and reconciliations.
- Good working knowledge of accounting software and Excel.
- Strong organisational skills with the ability to manage multiple priorities and meet deadlines.
- Ability to work independently and as part of a small, supportive team.
- High level of integrity, discretion, and commitment to confidentiality.

DESIREABLE

- AAT qualification or equivalent experience.
- Experience in the education or charity sector.
- Experience of using XLedger, Sage, or similar financial systems.
- Understanding of financial compliance and audit processes.

Birmingham Education Partnership is committed to safeguarding and promoting the welfare of children and young people in accordance with DFE Safeguarding Children and Safer Recruitment regulations. BEP expects all staff to share this commitment.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation in the light of changing business needs. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the business in relation to the post holder's responsibilities and duties.

To apply, please forward your CV and a covering letter explaining your suitability for the role to office@bep.education.

Closing date | 12pm, Tuesday 17th March 2026.