



## **Finance Officer**

**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**

### **WHY CHOOSE US?**

Do you want to be part of a community which offers a positive, exciting and rewarding place to work? Hillview School for Girls is a popular, high achieving, non-selective school based in Tonbridge, Kent.

Our calm and focused environment, where students are keen to learn, achieve and appreciate their staff's dedication and support, are the main reasons why people love to work at Hillview.

We are seeking a highly organised and proactive Finance Officer to join our dynamic team. This is a varied and rewarding role at the heart of school operations, supporting our students, staff and wider community through the efficient management of financial processes.

You will be responsible for:

- Accounts payable and accounts receivable
- Banking and reconciliations
- Managing school trips finance, including:
  - Trip reconciliation
  - Trip ledger
  - Sales ledger management
- Maintaining accurate and up-to-date financial records and filing systems
- Processing invoices and credit notes
- Managing ParentPay
- Sixth Form Bursary administration
- Free School Meals administration
- Maintaining the preferred suppliers list
- Maintaining the contracts register
- Communicating with suppliers regarding orders and related matters
- Handling lettings enquiries, bookings and compliance documentation

Please use the contact details below if you would like the opportunity to tour the school or to discuss the role informally before making an application.

**Closing date: Monday 11 April 2026**

**Please return a completed application form, to Mrs A Dennett, HR Manager, Hillview School for Girls, Brionne Gardens, Tonbridge, Kent, TN9 2HE or by email: [dennetta@hillview.kent.sch.uk](mailto:dennetta@hillview.kent.sch.uk)  
Tel: 01732 352793 Ext 180**

*Hillview School is committed to safeguarding and promoting the welfare of all our students and we expect all staff to share this commitment. The successful candidate will be subject to an enhanced DBS check.*