

Location: Aylesford / Hybrid

Salary/package: £27,642 - £33,098 per annum

Contract type: Permanent

Hours: Full time, 37 hours per week

Are you looking to start your career in financial services within the education sector?

Join a supportive and well-established team that works closely with schools across Kent. As a **Finance Officer**, you'll support day-to-day financial activities, gain practical experience and build your confidence in education finance, with training and guidance from experienced colleagues to help you develop your skills

Who we are

The Education People, part of **Commercial Services Group**, have been supporting people to deliver the things that matter to the lives of children for many years and can proudly say that each of our education services is brought to you by experts in their field.

Our expertise ranges from safeguarding to equality & inclusion, from financial management to professional development alongside a whole range of other areas. Wherever it's possible to provide education support services, we are committed to doing just that - whether it's expert training, online education events or downloadable resources.

Why this role matters

The **Finance Officer** supports schools and academies with day-to-day financial tasks, helping with financial planning, monitoring and compliance activities. The role involves working closely with schools to provide practical support and reliable financial services, contributing to their overall financial stability. This support helps schools focus on delivering quality education.

What you'll be doing

- Provide on-site support to schools by assisting with processing, budget preparation, monthly monitoring and year end account closure, with guidance and support from the wider team.
- Escalate any contracts to the Senior Contracts Officers regarding all financial issues in schools and academies.
- Assist schools and academies with the day-to-day use of their financial and management accounting systems. This will include helping to gather information and support the preparation of statutory and ad hoc financial returns, as well as

assisting with basic checks and submissions under the supervision of more experienced team.

- Work on the helpdesk to provide remote support to schools and academies.
- Support the delivery of all business requirements of Schools Financial Services.

What we're looking for

- Level 3 qualification in Accounting, Finance, related subject, or equivalent experience in a finance-based role (candidates working towards a relevant qualification will also be considered)
- Knowledge of finance systems and accounting software (desirable)
- Ability to work alone and as part of a team.
- Strong customer relationship skills.
- Research, analytical and interpretive skills.
- Full UK Driving Licence and access to your own vehicle.

What you'll get in return

- Salary of £27,642 - £33,098 per annum
- 25 days annual leave, rising to 27 after four years
- One concessionary day during the Christmas period
- Pension scheme with 4% employer contribution
- Life assurance cover
- Hybrid working

Why CSG?

CSG is the UK's largest local authority-owned trading company (LATCO), generating over £800 million in revenue per annum and supporting more than 16,000 education and public sector customers globally.

We are growing through a combination of organic development, acquisitions and strategic partnerships. Our businesses deliver services across education, IT, HR, legal, energy, procurement and more, all focused on delivering meaningful impact.

As a locally owned organisation, we take pride in reinvesting a significant proportion of our profits into frontline services, helping strengthen the communities we serve.

Inclusion & Accessibility

We are committed to fostering a diverse and inclusive workplace where everyone feels valued and respected. We encourage applications from suitably qualified people of all backgrounds.

As a member of Inclusive Employers and a Working Families Employer, we are actively building an environment that supports inclusion, flexibility and belonging for all colleagues.

We are committed to providing reasonable adjustments throughout our application and interview process; please let us know if you require any.