

A career at Gateways School

Gateways School
Harewood
Leeds
West Yorkshire
LS17 9LE

GATEWAYS
SCHOOL

About Gateways School

Gateways is an independent day school for boys and girls aged 2 to 18. Situated on a 16 acre site in the rural village of Harewood, Gateways is conveniently located on the main artery between Leeds and Harrogate.

Gateways is a small school, which allows staff to know their pupils, recognise their strengths and weaknesses and therefore provide a personal education getting the best out of each and every child who come through the gates.



Aims and Ethos

Gateways is a forward-thinking school built on traditional values.

Our ethos is rooted in three core values which apply to all of our stakeholders, that of **Growth**, **Wellbeing** & **Success**.

At Gateways we:

- Grow our knowledge, skills and confidence, supporting others to do the same;
- Build our resilience and self-awareness in a kind and inclusive environment;
- Achieve our full potential in preparation for the next challenge.

Growth ◆ Wellbeing ◆ Success

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Finance Officer

Introduction

We are seeking a friendly, approachable and detail-oriented Finance Officer to join our team.

This is an exciting opportunity for a finance professional who thrives in a varied role, combining financial administration with excellent customer service and the chance to make a meaningful contribution within a busy and vibrant school environment.

Reporting to the Financial Controller, the successful candidate will play a key role in supporting the school's financial operations, including billing, fee collection and debt management. They will also provide a professional and responsive service to parents, staff and external stakeholders, acting as a valued point of contact for finance-related enquiries.

We are looking for an individual who is proactive, highly organised and able to manage a diverse workload while maintaining exceptional attention to detail and accuracy. Strong communication skills and a collaborative approach are essential.

In return, you will join a welcoming and supportive team where your contributions will be highly valued, and where you will have the opportunity to make a significant impact in helping the school deliver an outstanding experience for its community.

Key Conditions

- **Start Date:** As soon as possible
- **Working Hours:** 09:00 – 16:30, Monday to Friday
- **Salary:** £25,000 - £29,000, depending on qualifications and experience
- **Probationary Period:** Six-months
- **Contract Type:** Permanent position



Staff benefits* include

**subject to eligibility*

- Free lunch during term time
- Fee remission for eligible children
- Enhanced 5% employer pension contribution, including 4 x death in service benefit
- CPD packages
- Cycle to work and electric car scheme
- Access to a staff wellbeing room and an employee assistance programme

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Finance Officer Job Description

Reporting to: Financial Controller

Key responsibilities

- Manage the group Parent Finance inbox.
- Bank reconciliation.
- All aspects of billing, including FEEE.
  For example
  - Issue monthly, termly & annual bills
  - Promptly send bills to new starters
  - Bill extras & rechargeable items
  - Administration of FEEE
  - Support wrap-around care with billing
- All aspects of debt collection.
  For example
  - Review and reconcile debtor accounts
  - Chase overdue debts
  - Where appropriate agree a payment plan and arrangements for settlement of debts
  - Monitor and escalate accounts as required
  - Support wrap-around care with billing
- Invoice Visiting Peripatetic Teachers.
- Assist with the financial elements of school trips and events.
- Provide holiday cover for the team as required.
- Provide Reception and Holiday Club cover.
- Answer the school intercom system and action as required.
- Assist with financial projects.
- Ad hoc administrative tasks for the wider School.
- Any other financial duties as required by the Financial Controller.

General responsibilities including personal and professional conduct

- Be responsible for safeguarding and promoting the welfare of children.
- Follow all School policies and procedures.
- Attend meetings, staff briefings and CPD sessions.
- Attend all training and development days.
- Demonstrate a commitment to continuous development, identify opportunities for professional development and undertake training opportunities where appropriate.
- Maintain confidentiality inside and outside the School, following all GDPR and Data Protection legislation.
- Manage and prioritise your own workload in line with the requirements of the department and School.
- Establish effective working relationships with professional colleagues.
- Be a role model for students through personal presentation and professional conduct.
- Present a positive personal image, contributing to a welcoming School environment.
- Contribute to the ethos of the School, ensuring the School's values are displayed.
- Support School events.
- Carry out any other duties required by the Head.

Please note, this job description is not a definitive list of the responsibilities of the role. Responsibilities will be varied to meet the changing demands of the department and the School.

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Person Specification

Qualifications
- **(E)** A* - C English and Maths GCSE (or equivalent/above).
- **(D)** AAT Level 3 or Level 4 qualification.
- **(D)** Part-qualified ACCA, CIMA or CIPFA.
- **(D)** Other relevant academic qualifications related to finance.

Experience
- **(E)** Experience in an administrative, financial or similar role.
- **(E)** Experience in a customer service role.
- **(E)** Experience dealing with complex queries.
- **(D)** Experience using financial packages.
- **(D)** Experience working in an educational setting.

Specialist Knowledge
- **(E)** Advanced Excel.
- **(D)** Underpinning knowledge of financial procedures and controls.
- **(D)** Excellent understanding of general office procedures and practice.
- **(D)** Knowledge of relevant financial regulations to carry out financial transactions.

Safeguarding
- **(E)** Commitment to safeguarding and promoting the welfare of young people.
- **(E)** Understanding of the importance of safeguarding and child protection.
- **(E)** Ability to maintain appropriate relationships and personal boundaries with children and young people.

Methods of assessment include certificates, professional references, application form, interviews, observations and in tray tasks.

Skills
- **(E)** Excellent numeracy skills including the ability to explain, produce and present complex information to non-specialists.
- **(E)** Effective oral and written communication skills.
- **(E)** Excellent attention to detail.
- **(E)** Accurate data entry/retrieval from information systems.
- **(E)** Excellent IT skills.
- **(E)** Establish and maintain accurate records using both manual and electronic systems.
- **(E)** Highly developed planning, organisational, analytical and customer service skills.
- **(E)** High levels of confidentiality, sensitivity, diplomacy and tact, particularly when dealing with personnel issues.
- **(E)** Strong interpersonal skills both in working relationships and with young students, and in forming effective professional relationships with a wide range of contacts.

Personal Qualities
- **(E)** Be patient, kind, approachable and adaptable.
- **(E)** Be reliable and punctual.
- **(E)** Work well as a part of a team, as well as on your own initiative.
- **(E)** High levels of honesty and integrity.
- **(E)** Flexibility and willingness to be adaptable in addition to being accessible, approachable and demonstrating an enthusiastic attitude.
- **(E)** Willingness to constructively challenge own performance to continually improve performance.
- **(E)** The flexibility to respond to the challenge of change.

Key
- **(E)** – Essential
- **(D)** – Desirable

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Further information





How to Apply

Click here to visit our website and download an application form

Please send your completed application form and a cover letter outlining your suitability for the role to jobs@gatewaysschool.co.uk

Application Deadline: Monday 30th November 2026 at 8am.
Please note that we reserve the right to close this vacancy early should a suitable number of applications be received before the advertised closing date.

Enquiries

Please contact Rhiannon Morris, PA to the Head

E-mail: jobs@gatewaysschool.co.uk

Tel: 0113 824 2770

Policies

Click here to visit our website and view our policies, including our Safeguarding policy.

Click here to visit our jobs page and view our Safer Recruitment policy.

Gateways School is committed to safeguarding and promoting the welfare of its students and expect all staff and volunteers to share this commitment. Appointments will be subject to an enhanced DBS with barred list check as well as a prohibition list check (where applicable).

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