



## **Job Description: Finance Officer**

**Job Title:** Finance Officer

**Location:** Rotherham Opportunities College, Rotherham

**Contract:** Part Time

**Hours:** 16 - 20 Hours per week, flexible in terms of hours and days

**Salary:** 32,239 – 36,833 (FTE)

**Responsible to:** Principal & CEO

## **About Rotherham Opportunities College**

Rotherham Opportunities College is a specialist SEND college supporting young people with additional needs to achieve independence, skills for life, and meaningful outcomes. We are a registered Charitable Incorporated Organisation (CIO) committed to excellence, inclusion, and strong governance.

## **Role Purpose**

The Finance Officer will play a key role in supporting the financial operations of the College, ensuring accurate financial records, compliance with charity and CIO regulations, effective management of Gift Aid claims, and robust financial controls. The role will support both day-to-day finance functions and wider strategic financial administration within an education and charity setting.

## **Key Responsibilities**

- Maintain accurate financial records, including income, expenditure, reconciliations, and ledger entries
- Manage Gift Aid processes, including eligibility, record-keeping, submissions, and compliance with HMRC regulations
- Support financial reporting in line with Charity Commission requirements
- Assist with budgeting, cash flow monitoring, and financial forecasting
- Prepare information for audits, inspections, and trustees as required



**Rotherham Opportunities College Ltd**

MyPlace, St Ann's Road, Rotherham, S65 1PH

01709 242585

[www.theroc.co.uk](http://www.theroc.co.uk)



Registered with  
**FUNDRAISING  
REGULATOR**



- Process invoices, payments, support with payroll data (but not payroll) and expense claims
- Ensure compliance with charity financial regulations and internal financial controls
- Support funding claims, grants, and restricted funds management
- Liaise with external stakeholders, funders, auditors, and HMRC where necessary
- Work collaboratively with senior leaders and trustees to support financial governance
- Maintain confidentiality and handle sensitive financial information appropriately
- Supervising and supporting a junior member of staff

### **Essential Qualifications**

- A recognised qualification in Finance, Accounting, or Bookkeeping (e.g. AAT Level 3 or above, or equivalent)
- Evidence of continued professional development relevant to charity finance or accounting

### **Desirable Qualifications**

- AAT Level 4 or higher
- Part-qualified or working towards a professional accounting qualification (e.g. ACCA, CIMA, CIPFA)
- Qualification or formal training related to charity finance, Gift Aid, or Charity Commission reporting
- Relevant training or qualifications within an education or SEND setting



**Rotherham Opportunities College Ltd**

MyPlace, St Ann's Road, Rotherham, S65 1PH

01709 242585

www.theroc.co.uk



Registered with  
**FUNDRAISING  
REGULATOR**



### Essential Criteria

- Proven experience working within a registered charity
- Strong working knowledge of Gift Aid processes and compliance
- Experience of working within a charity
- Understanding of charity finance, restricted funds, and reporting requirements
- Strong numeracy, attention to detail, and organisational skills
- Ability to work independently and manage competing priorities

### Desirable Criteria

- Experience within an education setting, particularly SEND (desirable but not essential)
- Experience using accounting software (Xero) and finance systems
- Knowledge of Charity Commission reporting and governance
- Experience supporting trustees or senior leadership teams

### Personal Attributes

- High level of integrity and professionalism
- Strong communication and interpersonal skills
- Commitment to the values of inclusion, safeguarding, and supporting young people with SEND
- Proactive, flexible, and solution-focused approach



**Rotherham Opportunities College Ltd**

📍 MyPlace, St Ann's Road, Rotherham, S65 1PH

☎ 01709 242585

🌐 [www.theroc.co.uk](http://www.theroc.co.uk)



Registered with  
**FUNDRAISING  
REGULATOR**