



Role: Finance Officer

Salary: Salary point 8 - 12: £28,272 - £30,033 FTE

Hours: 36 hours per week

Contract type: Permanent: 52 weeks

Reporting to: Headteacher

Our Lady and St George's Primary and Nursery School are looking to recruit a meticulous and dependable Finance Officer to join their team.

We are looking for a person who will provide effective and efficient clerical and financial support to the school. The successful candidate will be IT literate and have experience of financial administrative procedures and systems such as FMS in a busy school office environment..

The successful candidate will need to:

- Demonstrate a high standard of both verbal and written communication skills
- Have a minimum of GCSE Maths and English level C and A-Level or equivalent qualification.
- Have excellent interpersonal skills
- Understand the financial regulations that govern the school.
- Able to analyse data to ensure it is accurate and up to date
- Have the ability to prioritise a busy workload and use initiative
- Show patience, understanding and enthusiasm with pupils and colleagues
- Represent the school in a professional and positive manner at all times
- Be flexible and adapt easily to changing needs during the day to ensure deadlines are met
- Demonstrate confidentiality and discretion at all times

And in return we can offer:

- A welcoming, friendly and positive working environment
- Well behaved, enthusiastic pupils
- A forward thinking, proactive school dedicated to the success of pupils and staff
- An environment where everyone is valued
- CPD/training opportunities
- Employer contributions to your pension

The Governors and staff of Our Lady and St George's Catholic Primary and Nursery School are committed to safeguarding and promoting the welfare of all children. All staff are expected to share this commitment. The successful person will undergo pre-employment checks which include references, right to work in the UK and enhanced DBS checks.

Closing Date: Noon Friday 19th July 2024

Shortlisting: Monday 22nd July 2024

Interview date: Wednesday 24th July 2024

To request an application pack please email: office@olsgschool.org. All completed applications should be returned to the school at the following email address: office@olsgschool.org