

KING EDWARD VI HANDSWORTH SCHOOL FOR GIRLS

APPOINTMENT OF A FINANCE OFFICER

SCP 15 FTE £22,911 pro rata. Actual Salary £20,916

5 Days per week full time 36.5hrs plus two weeks in the summer holiday.

Monday 8am – 4pm, Tuesday – Friday 8am – 3.45pm

The school is seeking to appoint a Finance Officer (term time only) to join a busy and friendly school administration team from 8th July 2019 though a September start would be considered.

Main duties will include administering all aspects of school finance, maintenance of the school bank account, monitoring of Pupil Premium and 16-19 Bursary claims and PSF systems, along with being the main point of contact for Lettings within the school.

Excellent attention to detail combined with good ICT skills are essential as well as flexibility and a willingness to work collaboratively with the rest of the admin team.

Please download the job description and person specification from our website.

Applications can be made by sending a completed application form, covering letter including the names and addresses of two referees, to the Headmistress, Mrs A Whittall

Closing date: Friday 14th June 2019 at 12 noon

Interviews: Thursday 20th June 2019

King Edward VI Handsworth School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced DBS Check. Love of learning, Pride in diversity, Excellence for all.