



## Finance Officer – St Nicholas School

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| <b>Job Title:</b>     | Finance Officer  |
| <b>Position type:</b> | Permanent  |
| <b>Hours / Weeks:</b> | 32.5 hours per week - 8.30am – 3.30pm (5 days per week – term time only) + 10 days |
| <b>Salary:</b>        | NJC Grade 5 Point 23-25 pro rata   |

The school is looking for a well organised, calm and positively motivated Finance Officer, to assist the School Business Manager in the day-to-day financial activities of the school.

St Nicholas is an expanding special needs school, situated in Purley.

We are looking for a Finance Officer who has:

- An excellent working knowledge of FMS, from production of PO to journal entries and cheque runs.
- Excellent ICT skills, good telephone manner, the ability to work without supervision, great interpersonal skills
- The ability to prioritise workloads
- A team player who has a good sense of humour and enjoys working as part of a busy small team
- General Office duties will also be required

We can offer:

- A friendly, highly motivated and dedicated team committed to raising standards in all areas of school life
- A supportive and encouraging Governing Body
- A commitment to continued professional development

As part of the recruitment process, you will be undertaking various tasks during the interview day, including order entry to FMS, discussion on your FMS skills, basic ICT skills and general office skills. You will spend a lesson in one of our classes.

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| <b>Closing date:</b>   | <b>Monday 29<sup>th</sup> April 2019 at 12 noon</b> |
| <b>Shortlisting:</b>   | <b>Tuesday 7<sup>th</sup> May 2019</b>              |
| <b>Interview date:</b> | <b>Thursday 16<sup>th</sup> May 2019</b>            |
| <b>Start:</b>          | <b>Monday 3<sup>rd</sup> June 2019</b>              |

### Safeguarding Statement

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The school will require the successful candidate to have an enhanced DBS



check. We are an equal opportunities employer. We welcome applications from people with disabilities.

### **GDPR statement**

In line with the General Data Protection Regulation (GDPR) and the expected provisions of the Data Protection Act 2018 (DPA 2018) the school is responsible for holding and protecting personal data. The school is required to share some data with the Local Authority and the DFE. For further information on who we share data with please see our website for our Data Protection Policy and Privacy Notices: [www.st-nicholas.croydon.sch.uk](http://www.st-nicholas.croydon.sch.uk)

Advert and Application can be downloaded via Eteach or teachincroydon, or you can visit our website above.

Applicants should apply by using the attached documents with this advert only. **CVs will not be accepted.** Please include a supporting document (no more than 2 A4 sheets) explaining why you feel you are able to do the job based on your skills and experience with your application form and return by the closing date to the email address below:

[suem@st-nicholas.croydon.sch.uk](mailto:suem@st-nicholas.croydon.sch.uk)