

FOR INFORMATION
Cirencester Kingshill School
Finance Assistant
(Permanent Contract)

Cirencester Kingshill School is a very busy environment and the staff are friendly and helpful. The role of Finance Assistant is to provide general financial and administrative support to the School Business Manager and Finance Officer.

We require as soon as possible a well organised person, with a flexible approach and the ability to prioritise work effectively. You must be confident in the administration of financial paperwork, handling and receipting of money, have good communication skills, be able to work independently and manage your time efficiently, and have a good working knowledge of Microsoft Office i.e. Word, Excel, Outlook. Confidentiality is of high importance in this role.

Previous experience of working in a finance environment and a working knowledge of SIMS/FMS would be an advantage, but is not essential.

Holidays

The post is term time excluding Inset days which totals 43.60 weeks of the year. This includes entitlement to annual leave and 8 bank holidays. Holidays must be taken during the school holidays.

Hours

20 hours per week at the following times:

8.15am – 12.15pm, Monday – Friday, which includes a 20-minute paid break (if working more than 4 hours per day) to be taken at times agreed with the Line Manager.

Salary Scale

Grade D point 3 – 6 £20,812 – £21,968 pro rata. Actual salary per annum is £9,406 – £9,929.

Safeguarding

Cirencester Kingshill School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share the same commitment. This post is subject to an enhanced Disclosure and Barring Service check.

We welcome applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.

How to Apply

- Please complete the Application Form for Support Staff.
- Include the names, addresses, contact numbers and email addresses of your two referees.
- Include your C.V.

Please note that applications without the above being completed/included will not be accepted.

- It would also be helpful if you could include a letter of application which explains how your experiences and skills will best fit the role of Finance Assistant.

Please email completed application forms and relevant documentation to jobs@cirencesterkingshill.gloucs.sch.uk or post to Cirencester Kingshill School, Kingshill Lane, Cirencester, Gloucestershire, GL7 1HS.

Closing date for receipt of applications is 9.00am Friday 3rd February 2023

Interviews – Week commencing 6th February 2023

(We reserve the right to close this recruitment earlier if there is a sufficient number of applications)

We look forward to hearing from you. If you require any further information with regards to this vacancy please do not hesitate to contact the school.

Miriam Hall

Personnel Officer

Email: mhall@cirencesterkingshill.gloucs.sch.uk

Telephone: 01285 651511 ext. 203