

VACANCY

Finance Officer

Start date	1 September 2026 (subject to pre-start checks)
Contract term	Permanent
Working hours	37 hours per week Monday – Friday 8.00am to 4.00pm 35-minute unpaid break 4 days a week and a 40-minute unpaid break 1 day a week-hour unpaid break
Weeks per year	School term-time, Trust Training Days, INSET days and 2 weeks in the school holidays
Grade	6
Salary range (per annum)	Support staff salary points 6-9 £25,989 to £27,254 (FTE) £23,327 to £24,462 (pro rata)
Location	Poole High School
Reports to	School Finance Manager

About the Post

We are delighted to be recruiting for an enthusiastic and efficient Finance Officer to join our fantastic team at Poole High School.

We are looking for an outstanding individual who will relish the opportunity to:

- Support the School Finance Manager in the day to day running of the school finance office
- Support in managing financial transactions for the school to ensure legal compliance and effective governance
- Management of bank accounts & petty cash, including posting ledger transactions and reconciling regularly
- Management of purchase ledger
- Posting of transactions onto accounting ledger
- Process all ordering, in line with MAT policies
- Preparation of supplier payments
- Preparation of all invoicing
- Promote and safeguard the welfare of children and young people in accordance with our Safeguarding and Child Protection policies.

What we can offer you

- An opportunity to work in a school environment with wonderful children as well as exceptional colleagues
- High quality continued professional development and opportunities to progress
- Automatic membership of the Local Government Pension Scheme

- Free on-site parking
- The opportunity to work within Twynham Learning; a progressive multi-academy trust
- The opportunity to work in one of the most beautiful areas of the South Coast

Who we are looking for

We would love to hear from you if you:

- Ability to work independently, demonstrating initiative
- Ability to reconcile priorities, work to tight deadlines and problem solve
- Excellent interpersonal skills
- Previous accounting experience
- Proficient with Microsoft Office
- Have high energy, passion and a clear moral purpose which is driven by a desire to improve the life chances of young people
- Will embrace our highly supportive, professional approach to school improvement

You will also be keen to live our Twynham Learning employee values which are:

- Aim high
- Keep improving
- Don't leave anyone behind
- See the bigger picture

Any questions?

To discuss the post or your application, please contact Nikki Steele on 01202 662015 or email us at recruitment@twynhamlearning.com

How to apply

To apply for this vacancy, please submit a **Job Application Form and Diversity Questionnaire** by email to: recruitment@twynhamlearning.com

Only applications made using our own official application form will be accepted. You can download the form and questionnaire here: www.twynhamlearning.com/187/staff-vacancies

The closing date for applications is **Wednesday 3 June 2026 at 9am. We reserve the right to interview exceptional applications prior to the closing date and therefore interested colleagues are encouraged to apply as soon as possible.** Interview date to be confirmed.

Twynham Learning values diversity and inclusiveness. We aim to eliminate unlawful discrimination and promote diversity throughout our whole workforce. We want our workforce to be representative of all sections of our community, so we give equal opportunities to all job applicants. We do not discriminate on the basis of age, disability status, gender reassignment, marital/partnership status, pregnancy/maternity, race/colour/national origin, religion/belief, sex or sexual orientation. Only people who can evidence their right to work in the UK will be considered for this vacancy. We are committed to robust Safer Recruitment processes as part of our strong commitment to safeguard children and young people. An enhanced criminal records check will be undertaken on the successful candidate. Candidates must disclose all unprotected spent and unspent

cautions and convictions. It is an offence to apply for this post if you are barred from engaging in regulated activity with children