



Finance Officer

Grade F Point 12 - 17: Actual wage £25,116 -£27,245

37.5 hours per week, 41 weeks per year

8.00am – 4.00pm to include a 30 minute unpaid lunch

Post required for January 2025

Following the promotion of our current Finance Officer to another post in school, we are now seeking to appoint a new Finance Officer to join our Business Team. The successful candidate will be a well qualified, ambitious, highly organised, enthusiastic, self motivated and a committed member of staff. They will have experience of working in an office environment and have excellent numeracy and communication skills and it is desirable that they are working towards or already hold AAT qualifications. They will be flexible and able to work under pressure.

Our Finance Officer will be responsible for providing high-level support in all areas of finance and will organise and supervise the financial systems within the school. A flexible approach to this position is essential as is reliability, attention to detail and the ability to maintain high levels of confidentiality. Knowledge and experience of the SIMS finance package would be highly useful but it is not essential (training will be given).

If you would like to discuss the role or visit the school before application please contact our Recruitment Team by emailing: recruitment@stcm.torbay.sch.uk

Details about the post

Full details -Job information pack together with an application form can be found on our website: <https://www.st-cuthbertmayne.co.uk/support-staff-vacancies/>

Closing date: Tuesday 3rd December at 10am.

Interview date: Monday 9th December

St Cuthbert Mayne School 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 candidate will be required to undertake a Disclosure and Barring Service Check and references will be taken for all shortlisted candidates.