VACANCY

Senior Finance Officer

Vacancy type	Support staff
Start date	ASAP (subject to pre-start checks)
Contract term	Permanent
Working hours	37 hours per week 8.00am to 4.00pm Monday to Friday With a 35-minute unpaid lunchbreak 4 days a week and a 40-minute lunch break 1 day a week
Weeks per year	Year-round contract
Grade	8
Salary range (per annum)	Support staff salary points 12 – 20 £29,542 to £33,673
Location	Poole High School
Reports to	School Finance Manager

About the Post

We are looking to appoint a Senior Finance Officer to join our fantastic finance team.

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

- To deputise for the School Finance Manager when they are not available
- To own specific financial management initiatives on behalf of the School Finance Manager
- To act as a centre of excellence for processes and practices within the financial department.
- To be responsible for the execution of Twynham Leaning's finance policies
- Manage bank account and petty cash, including posting ledger transactions and reconciling regularly.
- Promote and safeguard the welfare of children and young people in accordance with our Safeguarding and Child Protection policies.

What we can offer you

- A wonderful supportive team to work with
- Automatic membership of the Local Government Pension Scheme
- Free on-site parking
- 22 days' holiday leave (per academic year)
- 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
- Automatic membership of the Dorset Local Government Pension Scheme

- Free, confidential access to our Employee Assistance Programme, which offers a range of counselling services plus financial, legal and practical support from qualified professionals on a range of personal issues and access to online health and wellbeing resources
- A trust-wide intranet, where we share our news, information and resources
- Local discounts negotiated on behalf of our staff e.g. gym memberships, hair and beauty salons, chiropractic care, cycle shops, restaurants, motoring services, and retail/DIY stores
- Access to national discounts on a wide variety of huge brands

Who we are looking for

We would love to hear from you if you:

- A-C GCSE Maths & English, or equivalent qualifications/grades
- 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

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 from this vacancy's page on our website here: https://twynhamlearning.com/vacancies

The closing date for applications is Monday 7 December 2026 at 9am. However, we reserve the right to interview and/or appoint strong candidates before this, so we encourage you to apply early. 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.