



FINANCE ASSISTANT

TERM TIME ONLY
25-37 HOURS PER WEEK NEGOTIABLE

SCALE 4 - £25,585 - £27,269 FTE PRO RATA

This is a unique and exciting opportunity to work in the school office of this thriving, successful and innovative special school for 142 pupils. Chadsgrove School is a day special school for pupils whose special educational needs arise from their physical disabilities and/or complex medical needs. In addition a significant number of pupils have profound and multiple learning difficulties, whilst others have sensory and/or communication needs.

Following the promotion of our current staff member, we are looking to appoint a Finance Assistant who is organised, methodical and able to follow correct procedures and complete tasks effectively to support the smooth running of the school's operations. You will need to have finance skills and ideally relevant experience of working in a school. You will be joining a supportive team of equally committed individuals who care about the quality of their work but also care about each other.

The post will involve a mixture of day to day financial/administration tasks including the following:

- Raising purchase orders and credit notes
- Raising sales invoices/debt collection
- Internal transfers
- Procurement card
- Administering income and expenses relating to School Fund
- Ensuring deliveries are logged
- Annual filing/storage of year's invoices as per audit requirements
- Support the office team with reception/phone calls as required

This list is not exhaustive. All the above to be in accordance with our Finance Policy and the SFVS (School's Financial Value Standard).

Closing Date for Applications: Monday 27th January 2025 at 12.00 Noon

Interviews held: To be advised

