



## Finance Officer

Job details:

Employer	The Grove Primary School	Closing date: 5 <sup>th</sup> February
Location	Cambridge	Shortlisting: 6 <sup>th</sup> February
Salary	L5 - 6	Interviews: Week beg 10 <sup>th</sup> February 2020
Hours	27.5hrs the hours are spread across Monday-Friday, the exact pattern is negotiable but must include every mornings.	Example patterns Mon 8.30 – 3.30 8.30 - 2 Tues 8.30 – 1.00 8.30 - 2 Wed 8.30 – 1.00 8.30 - 2 Thur 8.30 – 3.30 8.30 - 2 Fri 8.30 – 1.00 8.30 - 2
Contract term	Permanent Contract	Job starts: asap

We are looking to appoint an innovative, proactive and suitably experienced finance officer to join our Admin team who will undertake the financial, premises and health and safety administration at the school. The successful candidate will have high standards, is highly organised and can demonstrate the ability to work calmly and proficiently, while coping with the demands of a busy school office. We are seeking applications from successful, experienced candidates as well as those new to this role, with relevant experience.

The successful applicant will have responsibility for, but not exclusively:

- Managing school finances and associated systems, including the use of finance computer programs, in conjunction with the Headteacher. Processing and paying invoices, managing the accounts for the wrap around care provision, setting the budget with the Headteacher and the Senior Leadership Team, lettings
- Generates reports for managers and Governors on school financial position
- Managing Health and Safety in close partnership with the site manager including reports to Governors
- Manages school's procurement to obtain best value
- Researches opportunities for sponsorship, grant aid, submitting applications as appropriate

We are looking for an individual who:

- Has proven recent finance and office based experience, preferably within a school environment
- Has strong communication skills and demonstrates high levels of written and spoken English
- Is computer literate and confident when using programs such as Excel, Word and Publisher
- Has a methodical and conscientious attitude
- Is a team player who demonstrates flexibility and a sense of humour

For an application form, further details or to arrange a visit, please contact Mel Ramsey (office manager) on 01223 577017 or [office@grove.cambs.sch.uk](mailto:office@grove.cambs.sch.uk). Application packs are also available via the school website [www.thegroveschool.net](http://www.thegroveschool.net). **Applications should include a supporting statement.**

*The Grove Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to be fully committed to our safeguarding policies and procedures. Please note that CV applications will not be accepted. Pre-employment checks and references will be sought and the successful candidate will need to undertake an enhanced DBS check.*