



# WADDESDON

## CHURCH OF ENGLAND SCHOOL

**IDENTIFIED BY OFSTED AND SIAMS AS "OUTSTANDING"**

### **Finance Officer**

Bucks Pay Scale 4:21-25 £30,361 - £32,594 FTE

Full time - 37 hours per week, 5 days per week, 8.00am-4.00pm (3:30 Friday)

Either:

Year round 52.143 weeks, with 25-30 days' annual leave plus bank holidays (1.0 FTE)

Or:

Term time plus 2 weeks (0.9 – 0.9186 FTE)

(Some flexibility can be offered on request, e.g. compressed hours/days/weeks)

Job share applications will also be considered

- Are you an organised person with strong attention to detail?
- Are you looking for a new challenge, working within a busy, dedicated, cheerful and hardworking school finance and exams team office?

We are seeking to appoint a conscientious and meticulous Finance Officer, with good attention to detail, to work alongside our School Business Manager and finance office team. The ideal candidate will have solid mathematical skills, be adept at Microsoft Excel and be willing to attend training to learn how to operate the school finance system, SIMS FMS. Ideally, you will be experienced in a similar role or secondary school environment.

The position will assist the School Business Manager and the Finance and HR Officer to maintain the smooth running of the school finance office

**For further information on the school, please visit [www.waddesdonschool.com](http://www.waddesdonschool.com)**

**Closing date for applications: Thursday 17<sup>th</sup> July (12 noon)**

*The 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 post is subject to an enhanced DBS check, and employment will be conditional upon completion of satisfactory pre-appointment checks.*

*Only applications on the appropriate Waddesdon CE School teaching or support staff application form, and showing full employment history, will be considered. Applicants are invited to view the school's Safeguarding & Child Protection Policy via this link <https://www.waddesdonschool.com/safeguarding/>*

