

Tetherdown Primary School
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Headteacher: Tony Woodward
Deputy Head: Richard Evans
Deputy Head: Annie Ashraf

October 2019

Finance Assistant

Required: January 2020
Scale 5: 12,753.69 - 13,455.97 per annum
Hours: 20 hours per week – 9.00 am – 1.00 pm (term time only)

**Do you want to work in an excellent school with happy,
fun loving children and a dedicated team of supportive staff?
We are seeking to appoint a highly skilled Finance Assistant confident with
Financial and administrative duties.**

The job holder will:

- work under the guidance of senior staff to undertake financial activities including purchasing processes, debtor and creditor control and asset management
- undertake general administrative support in order to contribute to the efficient and effective organisation of a busy school office

Applicants must have:

- GCSE or equivalent in Maths and English
- excellent numeracy and literacy skills
- experience of development, management and operation of financial management procedures and systems
- excellent organisational skills, including the ability to prioritise under pressure
- excellent IT skills, familiarity with Microsoft Office, data entry and email programs
- a “can do” approach with a commitment to reaching solutions
- the ability to work constructively as part of a team, understanding school roles and responsibilities

Organisation and teamwork are important elements in this post. You will need to be flexible and have the necessary skills to respond efficiently and effectively to changing and sometimes unexpected work demands.

Tetherdown Primary School is committed to safeguarding children. All appointments will be subject to satisfactory background checks, including two references and an enhanced DBS check.

Visits to the school are warmly welcomed. Please download an application pack from our website <http://www.tetherdownschool.org> For further information contact Michelle Moss, Business Manager on 0208 883 3412 or email businessmanager@tetherdownschool.org

Closing date: Friday 8th November 2019, 12 noon

Interviews: Wednesday 13th November 2019