



Finance Assistant Grade 4 (pts 7-10)
£26,403-£27,694 pa pro rata (pay award pending)
26.5 hours per week, Term Time only plus 5 Inset days

Due to the promotion of the current postholder we have an opportunity for a well-organised, conscientious and enthusiastic Finance Assistant to join our friendly admin team here at Elmbridge.

We are a large and very busy primary school that prides ourselves on being one big family where there is a real sense of community between our staff, governors and families. During our last inspection OFSTED noted the warm and positive relationships between staff and pupils which are replicated by pupils around the school.

The Finance Assistant will assist the School Business Manager with a variety of financial administrative tasks including the processing of orders and invoices, monthly reconciliation, monitoring expenditure and liaising with budget holders, recording and banking of income, invoicing of letting fees and management of the school's unofficial fund accounts. The post holder must be able to work well as part of a team and be willing to help with other general reception and administrative duties if required.

A good standard of education, excellent communication and IT skills as well as a working knowledge of financial management systems and applications including Excel and Word is essential. Experience of SIMS and FMS packages used in school is desirable but training will be provided for the right candidate. The successful candidate must have a good sense of humour, experience of working in a school or similar busy office environment and a positive, friendly and helpful attitude.

Hours of work:

9.00 a.m. to 3.30 p.m. Monday, Tuesday and Thursday

9.00 a.m. to 4.00 p.m. Wednesday

9.00 a.m. to 1.00 p.m. Friday

In return we can offer:

- An opportunity to work with supportive and friendly staff and Governors who are fully committed to the continued development of the school;
- A school whose pupils are happy and are taught how to show respect, tolerance and compassion for each other;
- Your own dedicated air-conditioned office and meeting space within our purpose-built reception and admin building;
- Commitment to provide opportunities for continued professional development

Further details and an application form are available on our website:

<https://www.elmbridgeprimaryschool.co.uk/Vacancies>

Prospective candidates are welcome to visit the school. Please contact the school office on 01452 523632 or email admin@elmbridgeprimary.co.uk to make an appointment.

Closing Date for Applications: Friday 26th June at 9 a.m.
Interview Date: TBC
Start Date: 1st September

This school is committed to safeguarding and promoting the welfare of children and young people, and expects all staff, and volunteers, to share the same commitment. This position is subject to an enhanced DBS check.