Green Shoots Federation

ST. JOHN'S COMMUNITY PRIMARY SCHOOL AND NURSERY

Mrs REBECCA QUINN
HEADTEACHER

Telephone: 01603 782520
Fax: 01603 784051

HORNING ROAD
HOVETON
NORWICH
NR12 8NX
e-mail: office@hoveton-st-johns.norfolk.sch.uk
www.hovetonstjohn.co.uk

Finance Officer Required- Greenshoots Federation

30 Hours per week - Monday to Friday 8.30am – 3.30pm (hours could be negotiable)

Term time plus one week

Pay scale E7 – E11

Permanent position to start as soon as possible

The main duties for the Finance Officer role include:

· Acting as the point of contact for St John's and Tunstead dealing with routine finance, payment, and budget matters

· To manage the asset register for both schools

· To maintain accurate and complete records of all income and expenditure working at all times in accordance with the Federation's agreed financial policies and procedures.

Knowledge of computerised finance systems and/or working in a finance environment is essential, as are good communication skills and a "can-do" attitude.

Experience working in a school environment is not essential, but you will need to be organised and efficient, with the skills to manage your own time and deadlines.

We would warmly encourage anyone interested to contact the school and arrange a visit/discuss the post with the Headteacher.

For further information and an application form please contact the school office on; 01603 782520 or office@hoveton-st-johns.norfolk.sch.uk

Closing Date:2nd February 2023

Interviews: 7th February 2023

This school/academy is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment. To this end, you may be required to undergo pre-employment checks.

This post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulations and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations.