

INTERNAL JOB VACANCY

St James' Church of England Primary School
Paringdon Road, Harlow, Essex. CM18 7RH
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William Martin Infant & Junior Schools
Tawneys Road, Harlow, Essex, CM18 6PN



Full-Time Finance Assistant

Pay – Band 3
Required February 2019

The Governing Body of St. James' Church of England Primary School wish to appoint a well organised, friendly and reliable person to oversee financial arrangements and control and to assist the Head Teacher in budget reviews, projections, setting and monitoring. A proportion of the role will be undertaken at William Martin Infant and Junior Schools.

About us:

St James' is an OFSTED 'Good' school. (January 2018).

We have a strong professional team at St. James'.

We can offer fabulous children and staff!

The school is part of the Chelmsford Diocesan Vine Academy Trust.

We need you to:

- Have experience in financial management and budgeting
- NVQ level 4 or equivalent financial qualification – completion of DSCF induction programme
- Have the ability to communicate effectively in a clear and concise manner.
- NVQ level 4 in Maths or equivalent.
- Have the ability to undertake complex financial/budgetary calculations
- Have the ability to use word processor and wide range of financial and administrative IT packages
- Have a committed Christian Ethos
- Have a flexible approach to daily tasks and be able to work on their own initiative
- Can multitask and work calmly and accurately under pressure
- Be a team player
- Be enthusiastic and hard working
- Have a commitment to professional and career development

St James' and William Martin Schools are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The appointment is subject to an enhanced DBS check and satisfactory references.

Visits are encouraged and warmly welcomed. For more information or to book a visit contact Sharon Nelson – Office Manager on 01279 432459 or email at the above address. Job Description is available on request.

Date of interview: 29th & 30th January 2019

Closing date: 18th January 2019