



Archbishop Temple

Church of England High School

Vacancy for Finance Officer

Advert

Number of posts: 1

Grade: Grade 4 (SCP 4-6)

Salary: FTE £23,114 to £23,893 (actual salary £20,058 to £20,734)*

Term: Full-time (37 hours per week), term time + 5 Inset days

Perm/Temp: Permanent

Required from: As soon as possible

****Please note: the salary quoted reflects 2023/24 NJC pay scales as the pay award for 2024/25 is pending and subject to negotiation.***

An exciting opportunity has arisen for a Finance Officer within the Business Office of the school. Reporting directly to the School Business Manager, you will mainly be responsible for the financial related activities including the processing of timely and accurate purchase orders and accounts payable invoices for the school. You will provide key support for the financial administration of school trips. Excellent communication skills are required to provide exceptional service to our school community. Previous financial experience is essential for the role.

We have a very distinctive ethos; our motto of “faith + nurture + service” is central to our work, as we aim to keep God at the centre of all we do. We are oversubscribed and typically last year saw 600+ applications for our 210 places.

Candidates should apply using our application form with a letter explaining why they are suitable for this post. The letter should not exceed one side of A4 and be written in Calibri 11 font. Archbishop Temple Church of England High School is committed to safer recruitment and CVs will not, therefore, be accepted. The position is subject to satisfactory DBS checks and excellent employment references.

In line with Keeping Children Safe in Education 2022, an online search will be carried out as part of our due diligence on shortlisted candidates.

Further details and job application are available on www.archbishoptemple.com.

Applications and for further information email: Mrs Julie Childs, School Business Manager (j.childs@archbishoptemple.com)

Closing Date: Thursday 25th July 2024 (midday)

Interviews: w/c 29th July 2024