



EXPERIENCED FINANCE OFFICER

Are you ready to join an diverse and dynamic team working in a wonderful school community where you can make a real impact?

COME JOIN THE TEAM!



CORPUS CHRISTI
CATHOLIC SCHOOL

FOR MORE INFO

[HTTPS://CORPUSCHRISTISCHOOL.CO.UK](https://corpuschristischool.co.uk)



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SALARY SO1 (£37,575 - £38,769)

NEGOTIABLE DEPENDENT ON QUALIFICATIONS AND EXPERIENCE
START WITH IMMEDIATE EFFECT

We are looking for an experienced, committed and effective Finance Officer to join our warm, friendly, diverse and very successful school.

We value and celebrate the diversity of our staff and students, and everyone at Corpus Christi is equally valued and respected. We are an inclusive employer that reflects the community we serve. We are committed to providing a fair, equal and supportive learning and working environment. We welcome applications from candidates who have AAT qualification, would like to work towards one or have at least 5 years working experience in this field.

Corpus Christi School is an equal opportunities employer and welcomes applications from all suitably qualified candidates.

We are looking for somebody who:

- is an outstanding practitioner
- has the ability to carry out the whole range of finance tasks, from processing day to day transactions, reconciliations, invoicing, accounts payable and producing monitoring reports
- has excellent interpersonal skills and can deliver excellent customer care
- is passionate about making a difference by helping to effectively manage our resources in order to provide the best educational offer to our children
- is able to communicate well with colleagues, pupils, parents and governors
- will take an active part in the life of the school
- will support our Catholic ethos, applicants of all denominations and backgrounds are welcome

In return we can offer you:

- the opportunity to work within an outstanding school
- well resourced work environment, with internal and external support
- dedicated and highly effective staff who are committed to the wellbeing of our children
- the opportunity to work within a supportive and nurturing team
- opportunities for continuing professional development

Closing Date: Thursday 21st March 2024

Interview Date: Wednesday 27th March 2024

Corpus Christi is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check will be required for the successful applicant. Applicants will be subject to online checks including social media as part of our recruitment. All candidates are asked to read the schools [Safeguarding and Child Protection Policies](#)

We feel that making a visit to our school is a very important aspect of the recruitment process. Please email sruiz@corpus-christi.org.uk