



Finance Officer

To start as soon as possible

St. Charles and St Mary's Catholic Primary Schools Federation is made up of two vibrant, happy and diverse schools, located in North Kensington, with easy access to Ladbroke Grove tube station, Portobello Road and Notting Hill. We are passionate about the education of our children, focused on excellent outcomes and opportunities.

The Governors are seeking to appoint an experienced Finance Officer who has outstanding interpersonal and organisational skills as well as the flexibility to adapt to the challenges of the school day and of working across two schools. The role involves supporting the Financial Strategic Lead and the Executive Head Teacher to deliver efficient financial and administrative support, working as part of the office teams. This requires working to a high level of accuracy and efficiency and confidentiality. If you enjoy a challenge, being busy and job satisfaction this post will be just right for you.

The ideal candidate will have and should be able to demonstrate good experience and knowledge of finance (and ideally school finance) and be able to provide support in all matters relating to finance. They should have experience of working in a busy office and dealing with the public (particularly children and parents), effective communication skills and expertise in using programmes including spreadsheet and word processing software. Experience of FMS is essential and experience of education management information systems such as Arbor and other software (MS Excel, MSWord, and MS Outlook) is highly desirable. It would be an advantage to have experience of working in a school. We are looking for a self-motivated individual with an eye for detail.

The school will offer the successful candidate:

- A welcoming, supportive, friendly and vibrant establishments.
- A dedicated, hardworking and friendly staff team, continuous professional development and the opportunity to develop your career.
- An engaged, supportive and effective Governing Body.
- Support from a very experienced and knowledgeable Financial Strategic Lead.
- 4 days a week, term time only plus Inset days, i.e. 39 weeks p.a.
- Working hours are 8.30am to 4.00pm with half an hour for lunch (but these timings can be flexible)
- There may be opportunities to work some additional, ad hoc, hours and some opportunities for working remotely.
- Salary: scale 4, point 8-10, (on the inner London APT&C pay scale), depending on experience and skills set. 28 hours a week. Full-time equivalent pay is £31,434 to £32,346. Pro rata salary £21,345.57 to £21,964.87
- Initially temporary contract, possibly leading to permanent contract.
- Start date – as soon as possible (with handover beforehand if possible).

If you would like to visit to the school and find out more about the role please contact Hania Koumi (Hania.koumi@st-charles.rbkc.sch.uk), tel. 0208 969 5566.

St. Charles and St Mary's Catholic Primary Schools Federation have a diverse workforce and we welcome applications for individuals from all backgrounds.

Application packs, including job description, are available from the school office or on-line at <https://www.catholiceducation.org.uk/recruitment-process/item/1000042-model-application-forms> or <http://www.st-charles.rbkc.sch.uk/job-vacancies-at-st-charles-school/> (support staff application form).

Completed application must be signed and returned ***by 12 noon on Tuesday 21st January 2025*** and include copies of certificates for at least two A levels grades A* to C and a minimum of English and Maths at GCSE, grade A* to C or 4-9. Financial qualifications are desirable, for example AAT. Thank you for your interest in working at our Federation.

Interviews will take place week commencing the 27th January 2025.