**Finance Assistant**

**Start date: negotiable**

**Support staff Grade C**

**16.5 hours per week term time + one week (40 working weeks)**

**Actual working times to be agreed**

**Starting Salary: £19,265 full time equivalent**

**Actual annual starting salary based on 16.5 hours and 40 working weeks: £7,537.00**

We are seeking to appoint a bright and enthusiastic Finance Assistant who will be one of two part time Finance Assistants. Hours and working times are negotiable. The successful candidate should have good communication and IT skills as they will be responsible for undertaking the day-to-day procurement activities of the school and other finance tasks, as detailed in the job description. Experience of working with accounting software is essential. Experience of working with Hampshire County Councils Integrated Business Centre would be an advantage, if not training will be provided.

Responsibilities will include Initiation of purchasing orders, receipt of goods and payment of invoices, recording income and petty cash, completing internal budgetary transfers and producing financial management reports.

We are a unique small and friendly community school in an idyllic rural setting, and are able to offer development and expertise to enable staff to achieve excellence in their practice with links to another local secondary school for sharing good practice and further professional development.

We are absolutely committed to safeguarding our children and our recruitment procedures are rigorous in this respect.

If this describes you, please download our application form from our website.

**Closing date for applications: Noon, Thursday 7th July 2022**

Applications must be returned electronically to recruitment@clere.school

*The Clere School is committed to safeguarding children and promoting the welfare of children and expects all staff and volunteers to share this commitment.  We will ensure that all our recruitment and selection practices reflect this commitment.  All successful candidates will be subject to Enhanced Criminal Records Bureau checks, along with other relevant employment checks. The Clere School is an equal opportunities employer and no candidate will be disadvantaged because of race, gender, sexuality, disability or any other protected characteristic.  All shortlisting exercises are completed by evaluating a candidate’s suitability in terms of the person specification and job description for the role in question.*