# Finance Officer

We are seeking to appoint a dedicated and highly organised Finance Officer to join our welcoming and hardworking office team. This is an important role within the school, supporting the effective day-to-day management of both financial and administrative functions.

As a key member of our team, you will play a vital part in ensuring that our school runs smoothly, helping to create an environment where staff and pupils can thrive. The role is varied and rewarding, requiring someone who is proactive, reliable and able to manage competing priorities with care and attention.

We are looking for someone who is approachable, professional and committed to delivering a high-quality service to the whole school community.

**Why Join Whitecote?**

At Whitecote, we pride ourselves on being a supportive and inclusive school community, where every member of staff is valued and plays an important role in the life of the school. You will be joining a friendly, collaborative team who are committed to working together to achieve the very best outcomes for our pupils. We offer a positive working environment, opportunities to develop your skills, and the chance to make a real difference in a busy and rewarding school setting.

The successful candidate will:

- Have experience of working in a busy finance role, ideally within a school environment
- Be highly organised, with a strong attention to detail and accuracy
- Have excellent communication and interpersonal skills, building positive relationships with staff, pupils and visitors
- Be confident in the use of IT systems, including spreadsheets and databases
- Be able to work both independently and collaboratively as part of a team
- Demonstrate the ability to prioritise tasks and meet deadlines effectively
- Handle sensitive information with discretion, maintaining confidentiality and professionalism at all times

This is a term time plus 5 days post.

**How to Apply**

If you would like to apply for this position, please complete an application form and return it to **office@whitecote.co.uk**. We will contact shortlisted candidates in due course.

**Closing date:** 9:00am on Monday 23rd November

Whitecote primary school is committed to safeguarding and promoting the wellbeing of all children and expects our staff and volunteers to share this commitment.

Whitecote Primary School is committed to equality of opportunity and fair treatment. We follow the Disclosure and Barring Service (DBS) Code of Practice and the Rehabilitation of Offenders Act 1974. We will consider applications from individuals with criminal records but requires applicants to disclose all relevant information, and it will discuss any disclosures before making a final decision on an offer of employment.

Successful applicants will be subject to online safety checks and enhanced DBS check.