**Finance Officer**

**Location:** All Saints Catholic School (Terling Road, Dagenham, RM8 1JT)

**Salary: Scale 6 24,0505 – 24,921.78 (Actual Salary)**

**Contract:** Fixed term to permanent

**Hours:** Term time

**Required:** ASAP

**Website:**  https://www.allsaintsschool.co.uk/

All Saints Catholic School is a large Catholic comprehensive school situated in the London Borough of Barking and Dagenham and within the Diocese of Brentwood, with good transport links to central London.

We are a high achieving 11 -18 mixed school with excellent examination results.

We have received an Educational Outcomes award for being in the top 12 percent of schools in the country for progress.

This is a new post and is excellent an opportunity to join our growing, supportive and friendly Finance Team and to work on a wide range of financial tasks under the direction of the Business Manager. The postholder will play a key role in the preparation and monitoring of school annual budget, ensure securities of all monies, check and maintain financial and statistical records in relation to the school bank accounts, ensure that orders for goods and services are processed effectively, support with the payroll, including checks and responding to queries and line manage finance team administrators.

We are looking for candidates who:

• have a relevant accountancy / book keeping qualification or equivalent experience,

• be experienced in using computerised packages for financial administration

• be specifically trained to expert user standard in Microsoft excel

• be experienced in budget monitoring

• be a team-player

• have excellent communication and organisation skills

• be methodical, analytical and be able to make recommendations

If you require further details or an application pack, please email the school office [office@allsaintsschool.co.uk](mailto:office@allsaintsschool.co.uk) or the TES recruitment website.

CLOSING DATE: Friday 26th November 2021