



Sir Roger Manwood's School

Sandwich CT13 9JX
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info@srms.kent.sch.uk
www.manwoods.co.uk

FINANCE ASSISTANT

Kent Range 5-6 (£22595-£25262) pro rata

22.5 hours per week, 40 weeks per year, to start as soon as possible

To provide finance support and administration, assisting the Finance Manager and School Business Manager in the day-to-day running of the School's accounts, including budget preparation.

Experience of finance and accounting systems is essential, ideally in a school or similar environment.

Familiarity with PS Financials, the School's main system, is highly desirable.

This role is term time only, and is envisaged as being either three 7.5 hour days per week, or five 4.5 hour days per week, although other patterns would be considered for the right candidate.

For a detailed job description, person specification and application form please contact the Head's PA, Mrs K Robinson, on head@srms.kent.sch.uk or 01304 610203

Closing Date: strictly Wednesday 31st July at midday

INTERVIEWS: the school reserves the right to interview candidates as applications are received

SHORTLISTING: only candidates who are shortlisted will be contacted

Any offer of employment will be subject to a health check, two satisfactory references, a satisfactory DBS Enhanced Disclosure and a Social Media Check.

Sir Roger Manwood's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Due to its Safer Recruitment Policy, the School will take up references before interview.