



Testbourne Community School

Finance Officer

Permanent, 37 hours per week, Term time only

Salary Range: Grade D £26,918 - £29,616

(actual salary £23,615 - £25,982)

We are looking to appoint an enthusiastic, highly motivated and well organised person to join our committed and highly successful Administration Team as our Finance Officer.

The post-holder will provide day-to-day management of income and expenditure; strong administrative skills are essential.

This role would suit someone with a keen interest in finance and who has strong interpersonal skills. Previous experience of working within a similar environment is desirable but not essential. Applicants must be committed to safeguarding young people. Training will be provided where required.

Testbourne Community School, is a 11-16 comprehensive school, which provides a forward thinking, outward looking and vibrant learning environment. We pride ourselves on the strength of staff and student relationships and we have a strong sense of community at the heart of our ethos. Our shared philosophy is embodied by our strapline 'Achievement, Excellence, Integrity.' Find out about what it is like to work for us: [Working for Us - Testbourne Community School](#)

Key responsibilities will include:

- support the Business Manager in managing and monitoring the school budget;
- process orders and ensure orders are delivered within the expected timescale;
- payment of invoices;
- banking and petty cash;
- journal transfers;
- keeping accurate records;
- produce reports as required by senior leaders, governors and budget holders;
- provide cover for the school reception.

The successful candidate will:

- ideally have experience of using SAP and Tucasi;
- be organised, methodical with be consistently accurate in their work;
- enjoy working in a team;
- be punctual and reliable; flexible and hard-working;
- have a good standard of education and sound literacy and numeracy skills;
- be willing to undertake training and develop their skills.

In return:

- we offer professional development and expertise to enable staff to achieve excellence;
- we provide a highly supportive environment with opportunities to develop;
- we provide a highly professional and collaborative working environment focused on developing a love of learning;

Closing Date for Applications: Thursday, 6th February 2025 at 12 noon

We reserve the right to interview candidates before the closing date where applicable.

Application forms and further details are available from the school website www.testbourne.school or alternatively contact recruitment@testbourne.school

Testbourne Community 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 Disclosure Barring Service checks, along with other relevant employment checks.

Testbourne Community 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.

Achievement • Excellence • Integrity