

VANDYKE UPPER SCHOOL

Vandyke Road, Leighton Buzzard,
Bedfordshire, LU7 3DY.
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Web: www.vandyke.beds.sch.uk



ASSISTANT FINANCE OFFICER

REQUIRED FROM 1ST SEPTEMBER 2017

Level 2D (points 13-16), from £10,818 - £11,427 per annum for 28 hours per week term-time only, plus 28 hours to be worked outside term-time (based on full-time salary of £16,491 - £17,419).

We are looking for an enthusiastic, highly motivated individual with excellent interpersonal and communication skills to join our friendly and busy Finance Office.

This rewarding role covers a range of responsibilities including invoice processing, receiving and banking income and managing our School Fund account. Experience of working in a busy office environment, attention to detail and the ability to work to deadlines are all essential for this role.

Previous experience of working in a school environment and using SIMS / FMS modules would be helpful but not essential as training will be given. A good working knowledge of both Word and Excel is essential.

Full details including a job description and person specification can be found on our website.

Please visit our website at www.vandyke.beds.sch.uk for further information and an online Application Form.

For any queries, please contact Helen O'Connell, Senior Finance & Personnel Officer, on 01525-636717 or email recruitment@vandyke.cbeds.co.uk.

Closing date: 12 noon on Thursday 13th July 2017 with interviews taking place on Thursday 20th July 2017.

The school is committed to safeguarding and promoting the welfare of young people. An enhanced DBS check is required for all successful applicants.