

**Job title: Compass Special Schools** Finance Officer

**Reports to:** Executive Head Teacher (Special Schools)

**Responsible for:** To provide professional leadership of school financial management across Compass special schools and line management of finance assistant

**Scale:** PO2/PO3 (£35,496.00 - £41,586.00 pro rata per annum depending on qualifications and experience

**Contract:** Permanent 21 hours per week 39 weeks per year plus 4 (43 weeks per year)

**Usual or main location: Willow Dene School Swingate Lane**

In this key role, you will provide professional leadership and management of school financial management across our outstanding special school, Willow Dene in Plumstead SE18. The school is currently on 2 sites and is expected to expand shortly. Supporting and working with the Director of Finance and Capital Assets and Executive Head, you will ensure the sound financial management of the school and will ensure the most effective use of resources in support of the schools’ learning objectives.

You will have a minimum of 2 years’ experience in a finance officer role within a school or college, experience of working with school finance packages and a good understanding/experience of financial policy and procedures, with experience of financial reporting, fixed assets, producing monthly management accounts, budgets, cashflows and variance analysis. You will have an interest in the special school community including commitment to outstanding provision for all stakeholders.

Ideally you will have a finance or accounting qualification and will have strong knowledge of using Microsoft Excel, excellent written English and verbal skills and excellent organisational skills.

We are looking for someone to work at least 3 days/week and can expand this role to 5 days/week for the right candidate. You will work across schools in Greenwich and some home-working is possible.

Visits are warmly welcomed; please contact Barbara Box, Office Lead on 020 8854 9841 to make arrangements for a visit and for an informal chat. For an application pack please visit our website at www.willowdene.compassps.uk.

Closing Date:     3rd October 2022

Shortlisting: 5th October 2022

Interviews: 10th October 2022