

A Community Seeking Excellence for All

Excellence: every person, every day



Robert
May's
School

SENIOR FINANCE OFFICER

Full time (8:00am to 4:00pm daily)

Permanent

Grade E - £26,544-£29,583 FTE

(£26,068- £29,053 actual salary based on term time + 5 weeks)

Robert May's School is looking to appoint a full time Senior Finance Officer following the upcoming retirement of the current post holder.

We are seeking to appoint a suitably experienced, efficient, and qualified person capable of meeting deadlines. The successful candidate will support the Finance Manager in delivering financial services within the school. You will be responsible for ensuring all orders, invoices, receipts, and payments are processed promptly and in accordance with the school's procedures. In addition, you will be responsible for month end processing, reconciliations, VAT returns and supporting the Finance Manager with financial reporting.

Candidates need to have good communication skills and be able to work with a high degree of accuracy. You will need to be a highly organised team player and be happy to use your own initiative and work independently. Experience of finance systems and Excel is essential, and experience of Academy Trust finance is desirable.

The ideal candidate will:

- Have experience of working in a similar role
- Have excellent communication and organisational skills
- Be confident with commitment accounting systems (PS Financials/Hoge 100 is preferred) as well as advanced Excel
- Have a high level of accuracy and attention to detail
- Have experience in the management of month end procedures, including bank reconciliations, control account reconciliations, payroll journals, fixed assets, including depreciation
- Understand VAT regulations and have experience of producing monthly VAT returns

Candidates are welcome to contact Lisa Shackleton, HR Officer
lisa.shackleton@rmays.com to arrange an informal discussion about the role and department prior to application.

Application forms are available on the school website at www.rmays.org/joining-us/vacancies and should be returned via email to recruitment@rmays.com

The closing date is **Friday 10th December 2021** and interviews will be held shortly afterwards.

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Robert May's School is a company limited by guarantee and registered in England and Wales with company number 7875747. The registered office is Robert May's School, West Street, Odiham, Hook, Hampshire RG29 1NA.

VAT Reg Number: 141579017

Robert May's School is committed to safeguarding and promoting the welfare of children and young people 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 an Enhanced Disclosure and Barring Service check along with other relevant pre-employment checks.