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APPLY

Finance Officer – Apprentice

37 hours per week and 39 weeks per year (term time plus 4 additional days).

Salary: FTE £17,446.00 and Pro-rata £14,919.69

Haydon is a large, friendly and creative school in North West London. We have been judged as good by OFSTED.

The Role:

Assist in administration of a range of finance procedures, providing a high quality finance support service.

Responsible for day-to-day management of finance system, sales and purchase ledger, credit control, budget monitoring, reconciliations, payroll support, assisting with management reports, ensuring that the use of resources are adequately monitored and controlled.

In order to deliver the service efficiently, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to in this job description.

About you:

At Haydon School, we really value people who work well in a team, are self-starters, enthusiastic, flexible and have a can do attitude.

Requirements:

- Experience of working with people in a variety of contexts
- Excellent communication, numeric and interpersonal skills
- High personal and professional standards
- Able to work independently.
- Adaptable, reliable and organised.

How to apply:

Please click on 'Click Here To Apply' button for our application form.

Applications and covering letter should be sent to: hr@haydonschool.com.

Please note: CVs will not be accepted. We reserve the right to interview on application.

More info:

If you would like to discuss the post or require further information, please contact Rudy Toland: rtoland1@haydonschool.com.

Achieving individual excellence
in a caring community