

MONKSEATON HIGH SCHOOL

13 – 18 Mixed Comprehensive

Seatonville Road, Whitley Bay, Tyne & Wear NE25 9EQ
Telephone: (0191) 2979700 Fax: (0191) 2979701

Job Title: Finance Officer

Scale: Grade 5 Salary: £15,068 - £16,474

Pro rata (195 days – term time only plus specified days)

Closing Date: 12th July 2017 – 11am

Contract: Permanent

Hours per week: 37

Work Pattern: 8am – 4pm (Mon-Thurs) 8am-3.30pm (Friday)

We are seeking to recruit a Finance Officer to manage a vast array of financial and statistical data, in order to assist with the collation and analysis of management account information. There is also a high level of account management and communication.

You must have excellent communication and people skills and be able to relate articulately and pleasantly with all customers whilst demonstrating confidence when handling difficult situations.

You must possess strong literacy and numeracy skills, have the ability to work under pressure and be able to prioritise their own workload as well as working as part of a team.

Previous experience of working within a financial environment or managing statistical data is essential. A good working knowledge of various IT packages and applications is essential, including Word, Excel, Outlook and FMS. However, training of various internal systems specific to schools will be provided.

If you require any further information about this post please contact the school directly.

Application forms and further details are available via email request from lilian.richmond@monkseaton.org.uk or by contacting the school on 0191 2979700

Completed forms should be submitted direct to the school by email to:

lilian.richmond@monkseaton.org.uk or by post to Lilian Richmond, Monkseaton High School, Seatonville Road, Monkseaton NE25 9EQ