



**Finance Officer – King's Academy College Park
Permanent**

Salary: Band 6 Point 9 - £26,073 FTE (£23,563 actual)

Hours: (Term time +2 weeks) 36 hours per week. Monday 8am-4.30pm, Tuesday to Friday 8am-3.30pm

Location: King's Academy College Park, Crofton Road, Portsmouth PO2 ONT

Closing date: 12pm Friday 25th October 2024

Start date: As soon as possible

We are looking to appoint a Finance Officer to join our friendly and dedicated team. The ideal candidate should demonstrate enthusiasm, resilience, initiative, good time management, patience and be able to work well in a team, as well as independently.

The successful candidate will have:

- Previous Finance experience
- Competence in the use of office based ICT programmes
- Excellent communication skills
- Ensure confidentiality at all times
- Previous experience in working in a busy office environment
- Can work well independently as well as a member of a team
- Ability to prioritise workload and work well under pressure
- Have excellent time management skills
- Understanding of statutory requirements concerning safeguarding, child protection and health and safety

The role will include:-

Providing an accurate and timely administration of the school's accounting processes. To record all financial transactions, to carry out month end, to collect, reconcile and bank monies received eg. dinner money and trips, Kids Club fees, trip income, donations and grants and retrieval of debts. To collate delivery notes and process invoices and to manage lettings with the assistance of the Finance Manager.

King's Academy College Park is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. DBS Disclosure at Enhanced level and any other background checks, will be required prior to any offer of employment.

Please complete the [non teacher application form](#) on our website to apply, these can be returned by hand, post or email to recruitment@kingsacademies.uk. For further information, please contact Mrs Kim Green at King's Academy College Park using the email address above.

Early applications are encouraged and we reserve the right to close the vacancy early if a suitable candidate is found.