**School Finance Officer**

Our client is a secondary school in Woking and they are looking for an experienced Finance / Accounts Officer to support the Finance Manager.

This is a term time only role – 41 weeks a year - working 5 days a week (36 hours) from 8.00am – 3.50pm. The pro-rata salary offered is £21,500 - £23,130 (FTE - £24,977 - £26,866) and they have a pay award pending at the beginning of April.

**Key Duties:**

* Assisting the Finance Manager with the operating and monitoring of all school accounts
* Ensuring the safe receipt and handling of all monies and the reconciliation of transactions.
* Management of the weekly BACS payment process.
* Overseeing the process of ordering and payments within the department
* Processing invoices, ensuring accuracy and prompt resolution of queries.
* Input and responsibility for transactions relating to bank statements and receipts.
* Responsibility for managing the financial element of lettings on our school premises.

**Key Skills:**

* Previous accounts / finance experience
* Experience of working in a school would be ideal but not essential.
* Excellent IT skills – use of accounting software
* Excellent communication skills both verbal and written
* Someone who is willing to get stuck in and help wherever is needed!

Thank you for taking the time to apply to OPR Resourcing Specialists. If your application is successful you will be contacted within 7 days. We apologise but due to the high volume of applications we receive we are unable to provide feedback on individual CV's.

Please note that by applying for the above job it will be understood that you accept our Terms of Business and Privacy Policy which can be found on our website on the page "Find A Job".