

MORTIMER COMMUNITY COLLEGE

Reading Road South Shields NE33 4UG

School Finance Officer

Permanent - required as soon as possible

37 hpw (Term Time Only + 10 days)

Band 6 SCP 22

An exciting opportunity has arisen for an individual to work in our busy school finance office. We are seeking to appoint a versatile, well-organised and professional School Finance Officer to join our finance team and provide a high-quality service to the school.

Under the instruction/guidance of senior staff, you will contribute to the planning, development and monitoring of support services, including co-ordination and delegation of relevant activities, maintaining confidentiality at all times.

The successful candidate will demonstrate an ability to work within a team with a calm, professional manner but also have confidence to work individually.

If you think you are up to the challenge ahead, and would like to work in our exciting and vibrant school, we want to hear from you.

We can offer you a welcoming and supportive place to work, a friendly and supportive staff and an opportunity to develop your career.

“Staff feel well supported. They are a highly motivated team who are proud to work at the school.” Ofsted 2019.

Mortimer Community College, based in the North East of England, is committed to the safeguarding and welfare of children and young people and expects all its employees to share this commitment. The successful applicant will be subject to an enhanced check by the Disclosure & Barring Service (DBS) previously known as the Criminal Records Bureau (CRB).

In line with the guidance in Keeping Children Safe in Education, schools may carry out an online search as part of their due diligence on shortlisted candidates.

For an informal discussion about the post, please contact Mrs B Machin, Head of Business and Finance on (0191) 456 6511. For an application pack, please contact: recruitment@mortimer.school. You can also find the application pack on our website www.mortimercommunitycollege.co.uk (completed application forms to be returned by **12 noon, Friday 9th June 2023**).