



## **Pensby High School**

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[www.pensbyhighschool.org](http://www.pensbyhighschool.org)

Headteacher: Mr K Flanagan

### **Required as soon as possible**

#### **Finance Assistant**

**Band F (£27,711 to £30,060 - actual pay)**

**36 hours per week, (7 hours 12 minutes a day), Permanent, Full-time, 52 weeks per year**

We are looking to appoint an enthusiastic individual to support our Business Manager with the financial administration of the school. The successful candidate will be responsible for the day to day operation of financial management system, monitoring of income and expenditure and producing reports as required. You should have a good knowledge of financial procedures and experience with the FMS financial management package, preferably in a school environment. A good working knowledge of Excel and Word is also required. You will work alongside members of our administration team; however, you will be able to work on your own initiative.

Pensby High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants for this post must be willing to undergo child protection screening, including reference checks with previous employers and an enhanced criminal record check.

An application form and further information is available from the school website, [www.pensbyhighschool.org](http://www.pensbyhighschool.org) Please return completed application forms with a supporting letter on no more than two sides of A4 to Mr K Flanagan, Headteacher at the above address or emailed to [schooloffice@psf.wirral.sch.uk](mailto:schooloffice@psf.wirral.sch.uk)

**Closing Date: Monday 20 January 2025, 9.00am**

All applicants will be considered on the basis of suitability for the post regardless of sex, race or disability.

If you do not hear from us within 6 weeks you have not been shortlisted for interview. Unfortunately, there is no scope for individual feedback at this stage.

**Please note we do not accept C.V's or approaches from Recruitment Agencies.**