



## Finance Officer

At Cumnor House School, we pride ourselves on encouraging a genuine love for learning. From a very young age, we support our children in their development of a sense of curiosity, open-mindedness, perseverance, reflection and critical thinking. This thirst for growth and knowledge is one that stays with them throughout their school years, meaning they enter each stage of their lives best prepared for the challenges and opportunities ahead.

We are seeking to appoint an experienced, suitably qualified full-time Finance Officer to start in February 2020.

### The opportunity

This is an exciting opportunity for an individual to work within finance in a school environment. This is a permanent position providing support to the Business Manager and the School in all financial matters. The Finance Officer will be a key member of school support staff and will liaise regularly with the Business Manager, Head Teachers, Heads of Department, Revenue Management at the School Support Centre and other key members of the school including purchasing and admission departments.

### Who are you?

The successful candidate will have at least one-year experience within a school environment and experience of financial systems and controls is essential. You must have the ability to work independently, the ability to communicate effectively and confidently is key to the post, as well as advanced IT skills, including Microsoft Excel.

### Remuneration

- Competitive salary depending upon qualifications and experience
- Free coffee and tea supplied throughout the day
- School fee discount
- Professional Development
- Free lunch
- Exclusive third party discounts

### Application Process

Completed forms can be submitted electronically to [recruitment@cumnorhouse.com](mailto:recruitment@cumnorhouse.com) or by post and marked for the attention of the Business Manager. All candidates are required to submit a completed application form – CV's will not be accepted.

Address: 168 Pampisford Road, South Croydon, Surrey, CR2 6DA

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