



St Albans Girls' School

Specialist Business and Enterprise Academy

ASSISTANT FINANCE OFFICER

H4 (between £19,171-£20,344 – dependent upon experience)

20 hours per week – Term Time

Part-time/Permanent

We are looking for an Assistant Finance Officer to support the Finance Team.

The successful applicant must have good IT skills, numerate, methodical and able to take responsibility for the administration of school trips, banking, petty cash, administration of music fees and purchase orders. You will need to be flexible and able to work to deadlines. Previous experience of working within a similar role would be an advantage, however training will be provided.

The successful candidate to be considered should:

- Be proactive and a clear communicator;
- Be an efficient and organised person with proven administration and ICT skills;;
- Have an interest in education.

In return, we will offer you:

- A caring and welcoming supportive working environment;
- A friendly, dedicated and supportive school team;
- An inclusive school that staff and families are proud of.

St Albans Girls' School, age range 11 – 18 is an Outstanding school (Ofsted February 2013) with over 1300 students. We are a highly regarded, oversubscribed and friendly all-ability school. GCSE results place us in the top 100 secondary schools in the country and the top 5% nationally for student progress.

The school has an excellent reputation within the local community with strong support from Governors, Parents, Students and a dedicated and highly motivated team of staff.

For further details and an application form please visit www.stags.herts.sch.uk/teachinherts
Completed application forms and a covering letter should be sent to:
personnel@stags.herts.sch.uk

Closing date: Tuesday 24th March at 9.00am
Interviews to be held: Friday 27th March 2020

We welcome visits from potential applicants.
Mrs Julie Robin – HR & Personnel Assistant on 01727 853134.

St Albans Girls' School is an Academy Trust. We are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.