



<b>Job Title:</b>	Finance Officer
<b>Pay Point / Pay Range:</b>	TPAT Scale Point 8
<b>Full Time Equivalent Annual Salary:</b>	£25,273 pa pro rata
<b>Actual Annual Salary for this Role:</b>	Actual Gross Salary £17,626 / £13.10 per hour
<b>Contract Type:</b>	Fixed Term to 31 August 2025
<b>Hours Per Week / Weeks Per Year</b>	30 hours per week, Term time plus 5 Inset days (44.849 paid weeks pa) Monday to Friday, hours to be negotiated with successful candidate.
<b>Closing Date:</b>	12 midnight on Sunday 14 <sup>th</sup> April 2024  We reserve the right to remove this advert before this closing date should a suitable applicant be appointed. Early application is advised to avoid disappointment.
<b>Proposed Shortlisting Date:</b>	Tuesday 16 <sup>th</sup> April 2024
<b>Proposed Interview Date:</b>	Week beginning 15 <sup>th</sup> April 2024 2024

St Ives School is seeking to recruit a Finance Officer to join our friendly school team. You'll play a key role in maintaining accurate and up to date financial accounting procedures and records, providing oversight to ensure effective financial controls are in place while carrying out the day-to-day recording of financial transactions for the school.

The Finance Officer will ideally have 3 years' experience in accounts and have a good understanding of financial controls and reporting along with an eye for detail to support the management accountant with the school's financial administration in accordance with Truro and Penwith Academy Trust Financial Procedures.

The successful applicant will need to have excellent communication skills, be well organised, calm, flexible and able to provide an efficient and professional service. Experience of working in a school finance environment would be advantageous. Enthusiasm for working with children is essential, as are good IT skills.

You will join a dedicated and supportive staff team as part of our thriving school community. The role is for 30 hours a week, Monday to Friday. The exact hours of work are to be negotiated with the successful candidate.

To find out more about St Ives School, and the full job description and person specification please visit:	<a href="http://www.stivesschool.net">www.stivesschool.net</a>
To discuss this position please contact the Operations Manager via email in the first instance:	Email: <a href="mailto:swilkinson@stives.tpacademytrust.org">swilkinson@stives.tpacademytrust.org</a>
Application packs can be downloaded from:	<a href="http://www.tpacademytrust.org/web/application_pack/604811">www.tpacademytrust.org/web/application_pack/604811</a>
Please email your completed application form and equality & diversity monitoring form by the closing date to:	<a href="mailto:recruitment@stives.tpacademytrust.org">recruitment@stives.tpacademytrust.org</a>

Please note that successful candidates will be informed via email.

*The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, workers, volunteers, governors and trustees to share this commitment. All successful applicants will be subject to appropriate pre-employment checks and will be required to complete a Disclosure and Barring Service (DBS) Enhanced Check, a Safeguarding Self-Declaration Form and satisfactory online searches undertaken.*

<b>School Information for Applicants</b>	
<b>School Address:</b>	St Ives School, Higher Tregenna, St Ives, TR26 2BB
<b>School Telephone Number:</b>	01736 795608
<b>School Email Address:</b>	<a href="mailto:recruitment@stives.tpacademytrust.org">recruitment@stives.tpacademytrust.org</a>
<b>Name of HeadTeacher:</b>	Simon Horner
<b>Website Address:</b>	<a href="http://www.stivesschool.net">www.stivesschool.net</a>