



West Park

'A caring school where we put pupils and their achievement first'

Vacancy

Finance Assistant

Actual Salary: £18,593 to £18,908

Contract: 30 hours, 42 weeks per year, Permanent

A fantastic opportunity has arisen to join the dynamic staff team at West Park School. West Park is an 11 – 16 school based in Spondon with 1451 pupils currently on roll. The school prides itself on exceptional pupil achievement, dynamic teaching and learning and excellent behaviour and engagement.

West Park is a Single Academy Trust that has the autonomy to make the best decisions for their staff and pupils. We are looking to appoint someone who:

- ❖ Would enjoy being part of a big school family that is at the centre of its community and supports stakeholders with its own eco-shop, community events and parent workshops
- ❖ Would thrive with the support of a unique well-being offer with an annual gift of time day, creative approaches to staff development, imaginative CPD opportunities and staff support services on site
- ❖ Could be the newest addition to a well-established staff team contributing to our calm and purposeful environment which allows staff to teach and support and pupils to flourish and achieve

We are looking for a finance assistant to support our financial department. The responsibilities of a finance assistant include processing payments, updating financial records, and managing invoices. To be successful as a finance assistant, you should have strong knowledge of bookkeeping and accounting principles, good organizational skills, and working knowledge of accounting software. The finance department consists of the Finance Officer, Finance Assistant and Payroll Officer. All whom report to the School Business Manager.

Further information about the post and an application form (Support Staff Form) is available on the school's website at: <https://www.westpark.derby.sch.uk/information/school/vacancies.php>

Application forms should be completed and submitted online together with a supporting letter.

The school is committed to safeguarding and promoting the welfare of children and young people and this position is subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974. All applicants must be able to provide documentation to prove their right to work in the UK.

Closing date for applications: Friday 7th June 2024

Starting date: As soon as possible