



St Vincent de Paul Catholic Primary School

Morpeth Terrace
London SW1P 1EP
Tel: 020 3351 5990
www.svpcatholicprimary.org
Headteacher: Mr. N Scott Cree MA



Finance Officer Required

for April 2020

Salary: Band 1, Level 2 (£22,022 - £26,772 pa, pro rata)

Hours: 20 per week

Term-time only (39 weeks per year)

We wish to appoint a committed and suitably qualified and experienced Finance Officer for our successful **one-form entry Catholic primary school** recently graded 'good' by Ofsted in December 2019 and 'outstanding' for Catholic Life by the Diocese of Westminster in October 2019. We are the parish school of **Westminster Cathedral**, perfectly located just a few minutes from the excellent transport links of **Victoria station**.

We have:

- ❖ Friendly and enthusiastic children with **excellent behaviour**
- ❖ A **hardworking** and **committed** staff team
- ❖ **Supportive** governors and parents
- ❖ Excellent central London transport links (2 mins from Victoria Station)
- ❖ A proud and strong Catholic heritage extending over a period of 160 years

You have:

- ❖ A commitment to promote and enhance the Catholic ethos of the school
- ❖ Vision and energy
- ❖ An active grasp of financial management in schools
- ❖ Experience of financial procedures, including cash handling and cash security in a public sector environment
- ❖ Experience of purchase ledger and accounts receivable
- ❖ Experience of working with or caring for children and young people, ideally in a similar environment

Closing date: Monday 10th February 2020 (midday)

Interviews: week of 24th February 2020

Please email admin@svpschool.co.uk to request an application form and return it to the same address by the closing date above.

This post is exempt under the Rehabilitation of Offenders Act 1974 and as such appointments to this post will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service.

Founded in 1859 by The Daughters of Charity of St Vincent de Paul

