



Job Title: Finance Officer
Grade: Grade G (pts 19-27) £18,746 – £24,174 pa pro rata
Attendance: Term Time only
Start Date: ASAP
Full Time/Part Time: Part Time
Hours Per Week: 25
Contract: Permanent

Closing Date: 26/09/2017
Interview Date: 06/10/2017

The Milestone School is an outstanding school for pupils with special needs aged 3-16 based in Gloucester. Our aim is to remove barriers and to enable access to learning.

An opportunity has arisen for an experienced, proactive and positive Finance Officer to join our efficient and friendly Finance Team. The role is for 25 hours per week working all year round.

The working hours will be agreed with the successful candidate and in line with the needs of the Finance Team. The annual holiday allocation will be 24.5 leave days rising to 29.5 days after five years service.

The Finance Officer is responsible for the day to day financial management of the school, the supervising of the Finance Team and reports directly to the Business Manager.

This post is permanent and is subject to a six month probationary period. Salary: Grade G, scp 18-27 (£18,746 to £24,174 depending on experience).

For further information, and to download an application pack and job description, please visit our school website www.themilestoneschool.co.uk and post or email your application to the Business Manager. Please note that CVs are not accepted.

The closing date for applications is Tuesday 26th September 2017 at 12:00 noon. Applicants who have not heard of the progress of their application by mid October should assume that they have not been shortlisted.

This school is committed to safeguarding and promoting the welfare of children and young people, and expects all staff, and volunteers, to share the same commitment. This position is subject to an enhanced DBS check.