

HEADTEACHER:
Maureen Cobbett

Tel: 020 8807 4037
Fax: 020 8887 8111



Haselbury Road
Edmonton
London N9 9TN
office@latymer.co.uk
www.latymer.co.uk

THE LATYMER SCHOOL

Founded 1624

FINANCE ASSISTANT

Start Date: 1st September 2024

Closing date: Friday 12th July 2024

Hours: 32.5 hours per week

Time: 8:30am – 3:30pm

Days: Monday to Friday (30-minute lunch inclusive)

Weeks: Term time + 2 weeks (41 weeks)

Salary: £27,855 - £29,583 SC4 Point 7 – 11

Salary Pro rata: £22,740 - £24,151

An exciting opportunity to join our hardworking, dedicated Finance Team. The Finance Team are a vital part of the core structure of the school with funding and purchases being imperative for the day to day running of the school. It is essential that you have excellent communication skills, experience using Excel spreadsheets, able to work to deadlines and have excellent organisational skills.

The successful candidate will be self-motivated and driven, and have:

- Relevant experience of financial procedures and reporting.
- Be able to work under pressure whilst meeting deadlines.
- Have excellent communication and interpersonal skills.
- Understand the need for high levels of confidentiality, discretion and integrity in the school environment.
- Demonstrate professionalism and accuracy in all aspects of the role.
- Have the ability to build relationships with stakeholders and staff.
- Previous administrative experience in a busy office environment.
- Have excellent IT skills.
- Good working knowledge.

In return we can offer:

- A supportive working environment
- Commitment to training opportunities
- Pay progression centered around a robust performance management process

If you are interested in this post, please apply now by [clicking here](#).

Closing date for application: Friday 12th July 2024

Prospective candidates are encouraged to submit their applications as soon as possible, as the school reserves the right to close the advert should we feel able to appoint an appropriate candidate.

The Latymer School is committed to safeguarding and promoting the welfare of young people. We expect all staff to share this commitment. Any offer of employment is subject to a satisfactory 'Enhanced with a Barred List Check' through the Disclosure and Barring Service.

The Latymer School is an equal opportunities employer.



"Latymer School provides pupils with high-quality education. Pupils are supported to aim high and achieve well"