**Finance Officer**

**Salary Details: NJC Scale 4 Points 18-21**

**Contract Type: Permanent**

**Working Hours/Weeks per year: 37 hours per week/41 weeks per annum**

We are looking to appoint an enthusiastic and reliable Finance Officer on a permanent basis.

The post holder will work with the Finance Manager and other administration staff within a busy school office environment.

The suitable candidate will have:

* Excellent social and communication skills;
* Experience of financial systems preferably within a school environment (training will be given)
* Excellent administration skills, including record keeping, data tracking and analysis; and
* Be able to work independently, being proactive and taking initiative.

The Ripley Academy is committed to the safeguarding of all students and as such this post carries the need for an enhanced DBS disclosure.

Closing date for applications is **12 noon** on **Friday 9th December 2016,** with interviews being held on Friday 16th December 2016.

Further information or application forms can be obtained by:

* Email – crobson@ripleyacademy.org
* Telephone on 01773 746334 extension 114
* The school website www.ripleyacademy.org

Completed application forms should be sent via email to the address above or by post to - Mrs Collette Robson, PA to the Principal and HR Manager at:

The Ripley Academy

Peasehill,

Ripley

Derbyshire

DE5 3JQ

**Please note: CV’s will not be accepted for this post**