



Finance Officer

Employer:	The Fernwood School
Location:	Wollaton NG8 2FT
Salary:	£24,918 - £27,155 pro rata (F3-1 – F3-4) (Actual Salary £13,287 - £14,480)
Contract Type:	22.5 Hours per Week, Term Time Only
Contract Term:	Permanent
Closing Date:	12 noon 14 July 2025
Job Commences:	September 2025
Interview Date:	17 July 2025

Finance Administrator

The Fernwood School is a thriving and dynamic secondary school committed to delivering high-quality education in a nurturing environment. We are seeking a Finance Administrator to join our new team and help drive the financial success and strategic development of the school. Working closely with the newly appointed Chief Financial Officer and Finance Officer, this newly created position offers you the unique opportunity to help build and develop our in-house finance team from the ground up, ensuring the school's financial health and long-term sustainability.

The Role:

Will be to process the day-to-day financial transactions of The Fernwood School, ensuring accuracy, efficiency, and compliance with financial regulations. This role will focus on purchase and sales ledger management, Reconciliation of VAT control accounts, and of the school's electronic payment system. The Finance Administrator will provide essential support to the Finance Officer and Chief Financial Officer in maintaining financial records, preparing reports, and ensuring smooth financial operations.

About Us:

The Fernwood School is a Secondary school with 1,550 pupils, located in Nottingham. We are proud of our ethos of 'High Achievement with Care and Discipline for All'. Our teaching profession is dedicated, innovative, and talented, treated with respect and afforded autonomy in the classroom. Our pupils are wonderful, well-behaved, and have high aspirations.

We hold a recent **Ofsted outstanding** judgement and have achieved Leading Edge Status, with a strong Progress 8 score – the highest in Nottingham City in 2024. Our staff and governors work professionally and collaboratively for the benefit of the young people we serve. The successful candidate will join a team of effective, hardworking professionals, committed to providing an outstanding education for all students.

About You:

The ideal candidate will be highly motivated, well organised, enthusiastic and an innovative Administrator who is looking for a challenge. You will have experience as an accounts assistant or similar transactional finance role. You will have strong communication skills, with the ability to liaise effectively with suppliers, contractors, parents and staff. With a high level

of accuracy and attention to detail you will have knowledge of purchase and sales ledger management and financial processing.

Why Join Us?

- A new position – help build the finance function from scratch and play a key role in the development of the school
- Competitive salary and benefits package
- Be part of a school with a strong reputation and high standards.
- A supportive and collaborative work environment with a dedicated and talented team.
- Access to professional development and career growth opportunities.
- Access to 24 hours a day confidential employee assistance programme
- Subsidised yoga classes
- Cycle to work scheme

Diversity and Inclusion:

Fernwood School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage, or civil partnership. If you are ready to take on this exciting opportunity, we would love to hear from you.

Safeguarding:

The Fernwood School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful candidate will be subject to a Disclosure and Barring Services check along with other relevant employment checks. In addition, this post is exempt from the Rehabilitation of Offenders Act and a Self-Disclosure is required for all applicants shortlisted for interview. Online searches will be carried out on all shortlisted applicants as part of due diligence checks.

How To Apply:

If you are ready to take on a new challenge and make a lasting impact, we want to hear from you! Apply today and become part of a school that values innovation, collaboration, and excellence.

Please return your completed application form, together with your letter of application (no more than 2 sides of A4, font size 11) explaining how your skills, qualities and experience would enable you to be successful in the role to the Headteacher, Mr C Gell, and HR Manager, Mrs H Wallis. Applications can be submitted via MyNewTerm.

Further details of the school are available on our website www.fernwoodschool.org.uk.