



---

## FINANCE OFFICER

---

**GRADE 5: 32.5 HOURS per week Term time only**  
**£27711 - £30060 pro rata**  
**Plus 5 days to be worked in the holidays**

**PERMANENT**

**Required from September 2025**

We are looking to appoint an enthusiastic, caring and committed Finance Officer to support the school through the provision of financial support and information. Ideally you will have experience of working in a school office.

You will hold an NVQ3 in a relevant qualification also hold Mathematics and English grade A-C (GSCE) or equivalent.

The role is to:

- Be able to work alongside the Business Manager to support and achieve the school's financial objectives, working with the school Audit team and other Agencies.
- Have the ability to communicate clearly and professionally, building strong relationships with colleagues and parents,
- Have strong organisational skills in a busy school environment.

In return, we can offer:

- A welcoming school with a strong ethos;
- A friendly, committed and enthusiastic staff team;
- Supportive parents and governors;
- The opportunity to work in a vibrant, professional learning community that seeks excellence;
- An opportunity to be innovative and make change happen.

To appreciate all that we have to offer, visits to our school are warmly welcomed and encouraged. Visits can be arranged by contacting the school office on 01709 894149.

Candidates are welcome to submit applications by post) to:

The Headteacher,  
Heather Garth Primary Academy  
Billingsley View,  
Bolton-upon-Dearne,  
Rotherham. S63 8ES

Or electronically to: Email [g.slater@heathergarth.org](mailto:g.slater@heathergarth.org)

**Closing date 19<sup>th</sup> June 2025 noon.**

**Please download an application pack from the school website or request an application pack by phone – 01709 894149 or email [g.slater@heathergarth.org](mailto:g.slater@heathergarth.org)**

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.