



THE
DIOCESE OF
SHEFFIELD
ACADEMIES
TRUST

SCHOOL: Canon Popham Cof E Primary Academy, Edenthorpe, Doncaster and; St Oswalds Cof E Academy, Finningley, Doncaster

POST: Finance Officer

GRADE: Grade 5 Salary Spinal points 4 to 6 (£15,865 - £16,506 pro-rata)

Hours: 37 hours a week, pro rata (term time only, 38 weeks)

Start date: as soon as possible

Closing date for applications: 4th October 2021

Interview date: to be arranged

The Diocese of Sheffield Academies Trust is looking to appoint a Finance Officer to work across two of our schools in Doncaster – Canon Popham C of E Primary Academy which is based in Edenthorpe in Doncaster and St Oswald’s C of E Academy which is based in Finningley in Doncaster. The candidate needs to be mobile to work at each school on a 50:50 basis or as and when required to meet the needs of the role.

You will be responsible for assisting the Head teachers with finance related matters, using financial management systems and administering accounting procedures such as ordering, processing and payment for goods and services provided to the school. You will assist in the preparation of financial reports to the school governors and the trust, liaising with the Chief Financial Officer and Head of Business and Operations.

The ideal candidate will be experienced in the use of spreadsheets and IT literate, in addition to experience of banking and allocation of payments. Previous experience working in a school or academy is desirable. The ability to work accurately and attention to detail are key attributes for this role.

Training on our school systems is available for the successful candidate and you would be joining a supportive and friendly team.

Please note the short closing date for applications.

The trust is committed to safeguarding and promoting the welfare of children and will undertake safeguarding checks on the successful candidate to ensure suitability for the post. This will include an enhanced DBS check. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

All offers of appointment will be conditional until satisfactory completion of the mandatory pre-employment checks.