

## **Woodside Academy (Part of London South East Academies Trust)**

**Post Title: Finance Officer**

**Post Location: Woodside Academy, Colyers Lane, Erith, Kent, DA8 3PB**

**Position Status: Permanent**

**Contractual Hours: 36 hours pw (Mon- Fri) (Part time applications also welcome)**

**Contractual Weeks: Term Time +2 (41 weeks per year)**

**Salary: LSEAT (H18 - £24,873FTE) (which will be pro-rated down to reflect hours and weeks per year)**

**Post Start Date: ASAP**

**Closing Date: Sunday 29<sup>th</sup> January 2023**

**Interview Date: TBC**

### **Your Opportunity**

An experienced Finance Officer is required to assist the School Business Manager and also work as part of the administration team. The suitable candidate will provide financial planning, monitoring and administrative support to meet the needs of the school.

### **Skills and Experience**

The ideal candidate will have previous use of a financial management software, and ideally have experience of education systems, e.g. SIMS, Arbor. You will ideally hold a professional Financial Management qualification. To be successful in this role, you'll be able to prepare, analyse and present management information to support effective decision making. You'll also have exceptional organisational skills combined with good IT knowledge and sound administration skills.

We can offer you:

- Work in a safe, successful and inclusive community.
- The opportunity to join a friendly and experienced team.
- Benefits include excellent pension scheme, employee assistance programme, free onsite parking, salary sacrifice cycle to work/bike loan scheme, lease car scheme and annual season ticket loan

### **About Woodside Academy**

Woodside Academy is an all age special school, (EYFS-Post 16 for pupils with a primary diagnosis of autism). The school is a flourishing and vibrant learning community located in the London Borough of Bexley. The school's motto is "All together better" and we are committed to achieving our shared goal of individual and collective excellence for all. Visitors to the school frequently comment on the warmth of the welcome they received, as well as, how much pupils and staff enjoy being at school.

Woodside Academy converted to academy status, joining London South East Academies Trust in April 2019. London South East Academies Trust is a thriving multi-academy trust consisting of specialist schools offering special and alternative provision. We aim to provide outstanding education and training for children and young people in every Trust academy, bringing together specialist provision to deliver a real alternative to mainstream education. We are quickly developing a track record of academic success and with ambitious growth plans of the group, there has never been a better time to join this exciting organisation.

### **Your Application**

Further details about this vacancy, including the Job Description and Person Specification, are available to download from the downloads section below. Alternatively, if you wish to request a visit or discuss the position, please contact the Office Manager, [karen.bellett@woodside.lseat.org.uk](mailto:karen.bellett@woodside.lseat.org.uk) or 01322 350123.

To apply for this vacancy please download and complete the application form, from the downloads section below, paying particular attention to Section 4 of the form; to indicate how you satisfy the criteria set out in the Person Specification. Applications should be submitted via email to our Office Manager [karen.bellett@woodside.lseat.org.uk](mailto:karen.bellett@woodside.lseat.org.uk). Alternatively, paper applications should be sent to Office Manager, Woodside Academy, Colyers Lane, Erith, Kent DA8 3PB. CVs will not be accepted. The closing date for applications is as stated above.

Only applicants shortlisted for interview will be contacted.

References will be requested for applicants shortlisted for interview only and prior to interview.

An Enhanced DBS certificate will be required on provisional offer, including a check of the Children's Barred List. Further vetting checks, in line with the requirements of Keeping Children Safe in Education 2021 will be completed following a provisional offer of appointment.

This post is considered to be a customer-facing position; as such it falls within scope of the Code of Practice on English language requirement for public sector workers. Woodside Academy therefore has a statutory duty under Part 7 of the Immigration Act 2016 to ensure that post holders have a command of spoken English sufficient for the effective performance of the job requirements. The appropriate standards are set out in the person specification. These will be applied during the recruitment/selection and probationary stages.

Woodside Academy is committed to equality and diversity in employment practice and service delivery and expects employees to comply with our values of promoting equality and diversity, treating colleagues and service users with dignity and respect at all times. This commitment must be evidenced in practice. Any behaviour that falls below these standards is unacceptable to the School and potentially constitutes misconduct.

Woodside Academy is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across the school.

**PLEASE NOTE: YOU CANNOT APPLY FOR THIS VACANCY USING THE 'APPLY' BUTTON BELOW. PLEASE SEE INSTRUCTIONS ABOVE FOR DETAILS OF HOW TO APPLY.**