



Little Heath Special School
Hainault Road
Romford, Essex RM6 5RX
Telephone: 020 8599 4864
Web Site: <http://www.lheath.net>
Email: school@lheath.net

FINANCE OFFICER

LBR: Scale 4/5
Depending on qualification and experience
Full Time hours 30 per week
Term time but will expect flexibility during the holiday if needed.

(NO C.Vs)

Little Heath School is a secondary special school for pupils with learning difficulties located in the Borough of Redbridge. We are looking for a dynamic and experienced Finance Officer with a sound knowledge of budgetary and other financial controls to administer the day-to-day finance for the school. You will be placing orders, invoicing and cheque runs.

The ideal candidate should have a sound knowledge and experience of FMS, bank reconciliation, VAT returns, Payroll, Sims and Tucassi dinner money systems. Ideally, you should have experience working within a school finance environment.

We will make you welcomed. We are willing to be flexible with how you manage your hours.

Application forms and further details can be obtained from the school's web site or from ogayle@lheath.net or school@lheath.net

Completed applications are to be returned to:
ogayle@lheath.net by mid-day 1st September 2017. Shortlisting and interviews will take place week beginning 04th September 2017