



WESTCLIFF HIGH SCHOOL FOR GIRLS

Kenilworth Gardens
Westcliff-On-Sea,
Essex, SS0 0BS
Tel. 01702 476026
e-mail vacancies@whsg.info

FINANCE OFFICER

Salary LGS Band 3 Point 22-25 (actual £18,425 - £20,206 p.a. including holiday pay)

Part-time: 37 hours per week; term time, including INSET days, (39 weeks per year) plus up to 10 days during school holiday periods throughout the year.

Required to start as soon as possible: an efficient Finance Officer to join our Finance Team.

Excellent communication skills are essential and bookkeeping experience desirable. Knowledge of SIMS software would be an advantage, although training will be provided.

Westcliff High School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake an enhanced Disclosure via the DBS which meets the requirements of the school.

Please download the application pack from our website www.whsg.info
Closing date: Friday 19th May 2017, noon.