



SENIOR FINANCE OFFICER – Permanent Post

Scale F (points 12-17) Full time salary £22,183 - £24,491

Hours 37 hours per week, term time plus four weeks. Actual salary £20,369 - £22,492

Notre Dame High School is an 11-18 highly successful and oversubscribed Roman Catholic school. As an Outstanding school, one of a number of EEF Research Schools nationally, and one of 87 newly re-designated Teaching School hubs, we seek to attract the best staff and develop them with the exciting variety of opportunities which arise here.

Applicants are invited for the post of Senior Finance Officer based in Norwich. We are looking to appoint an experienced candidate to assist with the finance processing and reporting across our multi-academy trust, ensuring the effective and efficient delivery of a professional finance function.

Working in close collaboration with the MAT Finance Manager, you will be working on the finances of all schools in the trust and our Teaching School Hub, which will be based at Notre Dame High School in Norwich. The role will include assisting with management account preparation, analysis of variances, budgeting, and providing financial support to the Teaching School Hub.

The post holder will also provide support to the wider 'business as usual' operations of the team, including supporting Finance Officers in line with our standards and procedures and providing additional cover for the business-critical daily tasks as required.

Join us at Notre Dame and benefit from:

- a culture which values respect, honesty and kindness;
- great training, leading to great professional development and career progression;
- an outstanding quality of relationship between pupils and teachers, and between pupils themselves.

For an application form and further details including a job description and person specification, please visit our website at www.ndhs.org.uk.

Preliminary queries regarding the post are welcome by arrangement with MAT Finance Manager, Joanna Willgress jwillgress1@ndhs.org.uk

Closing date: 17th June 2021 12.30pm

Interview date: 5th July 2021

Notre Dame High School welcomes applications from members of minority ethnic communities and those with disabilities. 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. Enhanced DBS clearance is required for appointment to this post.