



Finance Assistant

NJC Grade 6 (SCP 9 - 12) £21,269 - £22,571 (FTE + pay award pending)

Actual salary £14,658 - £15,556 p.a. (approx.)

30 hours per week, (Monday to Friday 8:30am to 3:00pm)

Term time only, including 5 INSET days

Felpham Community College is an 11-18 local authority, mixed comprehensive with 1522 students on roll and a successful sixth form. In March 2019, our one day, short OFSTED inspection confirmed our OFSTED 'Good' status originally achieved in January 2016. This is an exciting time to join Felpham following the completion of our £11.5M building project in October 2019, providing outstanding facilities for our students and staff.

The post of Finance Assistant is primarily focussed on providing essential finance and administrative support for educational visits and the school's cashless catering system. We are looking to recruit somebody with excellent administration and organisational skills and although experience of working in a busy school environment is not essential, it would be desirable.

We are also looking to recruit somebody with excellent IT skills, especially using MS Excel. Comprehensive training will be provided in the various systems that are used in this role so this is fantastic opportunity for somebody who is looking for a new challenge working in a busy school environment.

Please visit our website (www.felpham.com) for more information and an application pack.

We ask that candidates submit their application to jobs@felpham.org.uk

Closing date for applications is: 10.00am Thursday 8th December 2022
Interviews will be held week commencing Monday 12th December 2022

FCC is committed to safeguarding and promoting the welfare of young people. This post is subject to an enhanced DBS check.

