



# Walkwood

Church of England  Middle School

## Finance Officer

The Governors of this Church of England Academy require a Finance Officer. The post holder will be responsible for ensuring that all financial transactions are processed accurately and timely within the Trust's finance and accounting system and are maintained in line with financial regulations, policies and procedures. The successful candidate will be expected to carry out assigned duties with a minimum of supervision, have the ability to follow financial processes and be able to use their own initiative and work to schedules and deadlines.

We are ideally looking for someone who already has the experience of working in a busy finance office with accounting / book keeping knowledge, excellent administrative skills and great customer service.

If you feel you would like to apply for this role and you are able to match the specified criteria, we look forward to hearing from you. For details, please visit our website [www.walkwoodms.worcs.sch.uk](http://www.walkwoodms.worcs.sch.uk) Please apply on the application form provided and send your document to [recruitment@walkwoodms.worcs.sch.uk](mailto:recruitment@walkwoodms.worcs.sch.uk) by 9.00am on Friday 26 October 2018. Short-listed candidates will be contacted on, or soon after, this date.

Walkwood Church of England Middle School is committed to the protection and safety of children and young people. An enhanced DBS check will be required from the successful candidate.