

Roedean

An independent 11-18 girls' day and boarding school in Brighton

Required as soon as possible

Finance Officer (full time, full year)

Roedean is an extraordinary school, sitting in the South Downs and overlooking the English Channel. However, it is not just the location but the strong academic focus, with a genuine belief in the importance of creativity and an all-round education, that makes Roedean unique.

The Finance Officer will be responsible for making BACS or cheque payments, generating coding and checking invoices, checking and reconciling statements and dealing with all purchase enquiries.

The successful candidate will have experience of accounting software packages and good communication and administrative skills. Experience in the educational sector would be beneficial.

Roedean is at a very exciting time in its development, with innovation, growth and the continued development of first-class facilities at the heart of our plans. We welcome your interest in being part of our continuing journey.

Roedean is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

Please download an application pack from our website (www.roedean.co.uk/Vacancies) or contact Louisa Butler via vacancies@roedean.co.uk.

Closing date: 9am, 5 November 2021. Due to the need to appoint quickly we reserve the right to interview and appoint at any time.