



Excellence for All

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**Senior Finance Officer – Permanent part-time**  
**Monday to Friday 30 hours per week Term time + 2 weeks, flexible daily start/finish times**  
**£21,111 per annum (£14.72 per hour) pay award pending**

You will support the Head of Finance and Finance Officers to manage the school's budget, funding and procurement process including financial planning and day to day finance-related operations.

Are you a part qualified accountant or do you have a recognised bookkeeping qualification with a willingness to continue your professional development? If so this could be the ideal next step in your career.

In return we offer a great benefits package and excellent learning and development opportunities.

**What we offer**

- Free on-site parking
- Private contributory healthcare scheme
- Cycle to work scheme & IT equipment scheme (salary sacrifice)
- On-site café
- Generous pension and life assurance schemes
- Contractual Sick Pay
- Free confidential mental health and wellbeing coaching and counselling services
- Eye care and free flu vaccination voucher
- Staff awards and gift card nominations
- Gym, food, entertainment, shopping and holiday discounts
- Family-friendly policies
- Diversity and inclusion & staff wellbeing groups
- Christmas party and social events
- Continuous professional development and sponsorship for professional qualifications, apprenticeships and free training – opportunities for growth

**Who we are**

Manor Green School is a large and highly successful special school educating some c300 students aged 2-19, who, due to their complex needs, require significant specialist support to succeed academically and achieve their full potential. The school's mission statement is to be the Centre of Excellence for students with special educational needs.

We are already a good school and now we wish to be the best!

Come and join our amazing team!

Please download a job application pack from the school website or contact:  
[careers@manorgreenschool.co.uk](mailto:careers@manorgreenschool.co.uk) Please email your completed form to this address.

Closing date: 10am Wednesday 12 April 2024

*We welcome applications from all sections of the community.*

*Positions are subject to Safer Recruitment checks, including an enhanced DBS check. Applicants must be eligible to work in the UK.*