



LOZELLS JUNIOR AND INFANT AND NURSERY SCHOOL

Wheeler Street, Birmingham, B19 2EP

Telephone: 0121 566 4450

Finance Officer

SALARY: Grade 3 SCP 9 – 22 – Subject to Job Evaluation

£27,254 - £33,699 Pro Rata

Permanent - Part time 30 hours per week

£14.38 per hour - £17.71 per hour

Term time only, plus 10 days in school holidays

We are seeking an experienced Finance Officer to support the School Business Manager in managing the day-to-day financial processes of the school. The role also includes assisting with basic Human Resources, Health & Safety, and compliance administration.

This position requires working 10 days during school holidays, scheduled in agreement with the School Business Manager, to ensure all key financial deadlines are met.

This is an excellent opportunity to join a friendly and welcoming two form primary school, where you can apply your school finance expertise and contribute to the smooth running of the school.

Lozells is a multi-cultural school with a commitment to making a difference to the lives of our pupils and community it serves. The school shares a campus with Holte Secondary School and Mayfield Special School in the heart of Lozells. The school has an enthusiastic, forward-looking team which is committed to improving the life chances of every pupil within our school.

We are looking for someone who has:

- A minimum of two years' experience as a Finance Assistant or Officer within a school
- Experience of using a Financial Management System such as FMS - or equivalent
- Experience with processing orders, deliveries and invoices
- Experience in managing petty cash and the school fund account
- Excellent organisation skills
- Experience with enquiries from suppliers and staff regarding deliveries, invoices and payments.

We can offer you:

- An ambitious, successful and vibrant place to work
- A genuine opportunity to make a difference
- Hardworking staff who are open to new initiatives
- Active and supportive Governing Body
- A commitment to your continued professional development
- Children who are brilliant!

Any offer of employment is subject to an enhanced DBS disclosure and satisfactory references. This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent spoken English is an essential requirement for the role.

For further details and an application form, please download information from www.lozells.bham.sch.uk **Vacancies** page. A completed **Non-Teaching** application form, recruitment monitoring form and supporting statement should be returned to the Office Manager via nor.begum@lozells.bham.sch.uk

Informal visits, by appointment, are most welcome.

Closing date: Thursday 9th October at 10am

Lozells School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. We are an equal opportunities employer and welcome applications from all sections of the community.