



Finance Officer

Full Time – 3 Days per week (52 weeks a year)

The Ethos of Breaside School is to provide high quality all round education. We are a top independent school, which aims to foster a caring atmosphere in which pupils and teachers are aware of and are sympathetic to the needs of others. We are looking for an experienced, suitably qualified and forward-thinking Finance Officer to start as soon as possible. Responsibilities will include taking an active role within the school's finance department.

The opportunity

Operating as a member of the admin team this role is primarily responsible for supporting the Executive Principal and Business Manager to deliver and improve the financial and commercial aspects of the school's business agenda. This role sits within the Finance and Administration team; the expectation is assistance with ensuring compliant and up-to-date contracts are in place with parents and other third parties; support the Business Manager with administration of all staff; and their development. The role is very much focused on processes and efficiency as these are key areas to support the school.

Who are you?

The successful candidate will have at least one year experience working in a similar role, preferably within Education. You must have the ability to work independently, experience in finance, a strategic thinker and advanced IT skills, including Microsoft excel and preferably financial software.

Remuneration

- Competitive salary depending upon qualifications and experience
- Free coffee and tea supplied throughout the day
- Free parking on site
- School fee discount
- Professional Development

Application Process

Please apply for this vacancy by the following link: <https://www.breaside.co.uk/about-us/job-vacancies-2/>

Completed forms can be submitted electronically to info@breaside.co.uk or by post and marked for the attention of the Business Manager. All candidates are required to submit a completed application form – CV's will not be accepted.

Address: Breaside Preparatory School, 41-43 Orchard Road, Bromley, BR1 2PR

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