

# Roding Primary School With Provision for Deaf Children

Roding Lane North  
Woodford Bridge  
Essex, IG8 8NP

Telephone 020 8504 3706  
Email [Admin@rodingprimary.co.uk](mailto:Admin@rodingprimary.co.uk)  
Website [www.rodingprimary.co.uk](http://www.rodingprimary.co.uk)



Co-Head Teachers  
Mrs Helen Radmore &  
Miss Melissa Nwankiti

## FINANCE OFFICER

**Pay Scale – LBR6, Scale point 18-20, £20,157 to £20,788, working 24 hours per week, 47.88 weeks per year.  
(FTE £32,925 - £33,957)**

**Required: April 2024**

**Roding Primary School and Nursery with provision for deaf children** is a welcoming school where everyone is **'Free To Achieve'**. The dedicated staff, amazing group of children and committed governors work hard to support strengths, improve weaknesses and remove any barriers that may prevent reaching potential. To this end we work as a team, following the school values:

At Roding we are:

**Aspirational, Confident, Honest, Independent, Enthusiastic, Valued, Excellent, Respected, Successful**

Make a difference in young lives! Finance Officer wanted at Roding Primary school.

**Roding Primary School** is a vibrant and inclusive school community where everyone is valued and encouraged to reach their full potential. We are seeking a passionate and experienced **Finance Officer** to join our dedicated team. Work closely alongside the School Business Manager to:

- Manage the school's finances accurately and efficiently
- Prepare budgets, accounts, and financial reports
- Liaise with external stakeholders such as auditors and funders
- Ensure compliance with all financial regulations
- Contribute to the smooth running of the school by providing financial advice and support

Previous experience of using accounts payable and receivable systems, reconciliation of accounts and monitoring expenditure against budgets is essential.

**We can offer you:**

- A very friendly and supportive staff and children who love to learn
- A well-resourced working environment
- An Ofsted rated good school with an Outstanding Provision for Deaf Children



**At Roding we are all 'Free to Achieve'**

**A**spirational, **C**onfident, **H**onest, **I**ndependent, **E**nthusiastic, **V**alued, **E**xcellent, **R**espectful and **S**uccessful!

- Employee Assistance Programme for its workforce
- Long Service Leave
- Free local parking – secure school car park

To apply, please download an application pack from the school website [www.rodprimary.co.uk](http://www.rodprimary.co.uk). Completed applications are to be saved with your name and job applied for and sent electronically to [Admin@rodprimary.co.uk](mailto:Admin@rodprimary.co.uk)

You are warmly invited to visit our school and find out more about this post. To arrange a visit, please telephone Caroline Durrance on 020 8504 3706. Any enquiries about this post should be emailed to the above email address, which we will endeavour to reply to as soon as possible.

**Closing date for applications: 8<sup>th</sup> March 2024**

**Shortlisting and interview's; week commencing 11<sup>th</sup> March 2024**

*Roding Primary School is committed to safeguarding and promoting the welfare of children. This post is exempt from the Rehabilitation of Offenders Act 1974; the successful applicant will be expected to undertake a satisfactory disclosure. References will be taken up prior to interview and the post is subject to a successful Disclosure and Barring Service (DBS) check.*