



## BISHOP THOMAS GRANT SCHOOL

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### Finance Officer

Required as soon as possible

**Responsible to:** Deputy Business Manager  
**Hours:** 35 per week (8.30am – 4.30pm) Monday – Friday, full time (all year round)  
**Grade:** NJC Scale 5, Pts 12-15 - FTE Salary £27,009 to £28,497

Bishop Thomas Grant is an 11-18 Mixed Catholic Voluntary-Aided School. The school is highly oversubscribed and was judged to be outstanding in each category by Ofsted in October 2014 and in our Section 48 inspection in November 2017. The school enjoys an enviable reputation in the local and wider communities for its exceptionally high standards in all areas of student achievement supported by a dynamic Catholic ethos, with Gospel values at its heart, which permeates all aspects of school life.

We are looking for someone who will form an important part of our Business Management team and who will support all aspects of the finance function across the school as well as some HR related areas like payroll.

The ideal candidate will have a degree of proficiency in the use of financial databases and/or Microsoft Excel as well a good general standard of numeracy and accuracy in carrying out a wide range of financial tasks.

Bishop Thomas Grant School operates rigorous safeguarding procedures. All appointments are subject to a satisfactory Enhanced DBS check. Applicants do not have to be Catholic but should be committed to working within the Catholic ethos of the school. For further information regarding the post, please contact the PA to the Headteacher, Mrs Jacqueline Sylvia: [jsylvia@btg-secondary.lambeth.sch.uk](mailto:jsylvia@btg-secondary.lambeth.sch.uk).

Closing date for applications is 9.00am on Tuesday 19 April 2022. Please send completed applications to Mrs Jacqueline Sylvia: [jsylvia@btg-secondary.lambeth.sch.uk](mailto:jsylvia@btg-secondary.lambeth.sch.uk). Interviews will take place the week commencing 25 April 2022.

**Bishop Thomas Grant School**  
**Belltrees Grove, London, SW16 2HY**  
**Tel: 020 8769 3294**  
[www.btg.ac](http://www.btg.ac)