



# Bishop Wilkinson

## Catholic Education Trust

### Finance Officer

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Location: St Leonard's Catholic School  
Grade: Grade G (£25,481 - £27,741)  
Hours: 37 hours per week, Full time, permanent

We have an exciting opportunity for a Finance Officer to join St Leonard's Catholic School.

Reporting directly to the Cluster Finance Manager, the successful candidate will be the first point of contact for all financial matters for St Leonard's Catholic School. With this in mind, we are looking for a proactive, enthusiastic, team player who will be able to provide an efficient and effective high quality financial service to the Bishop Wilkinson Catholic Education Trust.

We are proud to be part of the Bishop Wilkinson Catholic Education Trust, a family of secondary, middle, primary and first schools in Durham, Gateshead, Northumberland and Sunderland. Bishop Wilkinson is the largest Catholic Education Trust in the North East of England, which will have a total of 48 schools by the summer of 2022. This is an exciting time to join our supportive, and growing team.

We are looking for an individual with:

- A level 4 AAT (or willing to working towards)
- A good working knowledge of Financial Management Systems as well as Microsoft Office.
- The ability to process and analyse figures accurately and to tight deadlines
- Good communication and interpersonal skills
- The ability to work on your own initiative as well as being a positive team player is essential

For an application form and further details about this vacancy please email [recruitment@bwcet.com](mailto:recruitment@bwcet.com) or visit our website <http://bwcet.com/vacancies/> where applications can be completed on line.

Closing date: Monday 14<sup>th</sup> February 2022  
Interview date: W/C Monday 14<sup>th</sup> February 2022

*The Bishop Wilkinson Catholic Education Trust is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post is exempt from the provisions of the Rehabilitation of Offenders Act and is subject to an enhanced DBS check.*