**Salary:** Band 8 £33.945 full time equivalent (Actual £28,590.37)

**Hours per week:** 35 (8.15am to 4pm Monday to Friday)  
**Contract Type:** Term time which includes 1 week in the holiday. The role is initially for 1 year but will be extended if the successful applicant meets the requirements of the position.

An exciting opportunity has arisen for you to join our dynamic, friendly and supportive team here at Portsdown. We were rated ‘Good’ in all categories by Ofsted in March 2024. Portsdown Primary School is a forward-looking school that values everyone and is based next to QA hospital in Cosham. We are looking for individuals that will add to our wonderful community.

As the School Finance Manager, you'll be at the heart of ensuring smooth financial operations. This will include ordering goods, raising purchase orders, managing and maintaining complex budgets and working with the Governors to support them in their core function of overseeing financial performance of the school and to make sure our money is well spent. You will be required to attend Governing Board meetings which currently start at 7.45am on a Friday roughly once a half term. As a result, your normal hours will be adjusted for this day.

As you'll be the driving force behind the scenes, you will need to have a keen eye for detail, be highly organised and have excellent computing skills. You will be working closely with the Leadership team as well as the admin and site staff to ensure the financial side of the school runs efficiently.

This position is suitable for both experienced School Finance Officers and for professional individuals who have the desire to learn on the job.

This is a temporary- ongoing role with the view to become permanent for the right person. the school are looking for someone with a professional approach who also has a good sense of humour and is willing to grow.

Closing date for applications will be 12pm Monday 1st July 2024 and interviews will be held shortly after. Early applications are encouraged. Please complete the online application form and email it back to [admin@portsdown.portsmouth.sch.uk](mailto:admin@portsdown.portsmouth.sch.uk)

This school is committed to safeguarding and promoting the welfare of children, and young people, and expects all staff and volunteers to share this commitment. DBS Disclosure at Enhanced level will be required prior to any offer of employment.