



## FINANCIAL ANALYST

Required December 2024

The Norton Knatchbull School is looking for a part time (min 0.6 FTE) Financial Analyst to support and enhance the finance function of the School. As a Financial Analyst, you will be a key member of the finance team providing financial support to other members of the school teaching and support staff. The successful applicant will play a key part in ensuring the financial sustainability and success of the school. This is a fantastic opportunity for a finance professional to gain personal fulfilment by supporting an organisation committed to education.

- As a Financial Analyst you will be a key member of the finance team working together with the CFO and Finance Officer providing financial support to other members of the school teaching and support staff.
- You will be expected to have a strategic view of the finance function and able to work with a hands-on approach to achieve efficient monthly management reporting and budgetary control.
- Manage and coordinate the School's financial systems, processes and projects.
- Take a proactive role in proposing and implementing system and process improvements.

In return the school will be able to offer you a supportive and friendly work environment, CPD and career progression. The working hours are usually 8am-4pm with the potential for flexibility. The role is all year round and is paid on Kent Range 9 £32,933 per annum (pro-rata £19,759.80 - 0.6 FTE).

Please look on our website [www.nks.kent.sch.uk](http://www.nks.kent.sch.uk) for a Job Description and an application form.

Please send your completed application form by email to Mrs C Dunton (HR Officer),  
[cdunton@nks.kent.sch.uk](mailto:cdunton@nks.kent.sch.uk)

**Deadline for applications: 9am – Friday 22<sup>nd</sup> November 2024.**

We reserve the right to interview prior to this date depending on applications received.

NKS is committed to the continuing Professional Development and Equal Opportunities for all our staff. We support our employees in career development and respect initiative and ambition. As such we are committed to using Performance Management; formal and informal training; coaching and mentoring; and peer support to ensure the progression of our staff. In return we expect commitment and a desire to improve and excel from our colleagues. It is important for our students to understand and experience the strength and depth of a diverse community and we aim to create a culture that encourages and values diversity, and that appoints, rewards, and promotes staff based on merit. To show our commitment to this, the school is actively working towards the Race Charter Mark.

We are committed to safeguarding and promoting the welfare of children and young people.

**Only candidates who are shortlisted will be contacted.**