



Supporting practical science, D&T and art

- in schools and colleges

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Director: Steve Jones

Post of Finance Officer

Thank you for your interest in the above post.

The application pack includes:

- An application form
- A short note about CLEAPSS and its work
- A job and person specification for the post of Finance Officer

We are looking for someone who has enthusiasm for and experience of managing finances in the context of a school or other SME.

The successful applicant will be able to provide professional accountancy support, working with good technical expertise and a clear understanding of relevant budgets, plans and targets including contributing to the setting and monitoring of budgets

You will join CLEAPSS at an exciting point in its 50 year history as the organisation moves towards independent status. You will have the opportunity to play an important role in advising senior staff on financial management aspects of these and future changes.

Full details of the role can be found in the job specification.

Completed application forms should reach CLEAPSS by 5pm on Friday 20th October.

If you wish to have an informal conversation about this role or what CLEAPSS does please ring the Office Manager, Sally Berry or the Director, Steve Jones, at CLEAPSS.

I look forward to hearing from you.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Steve Jones', with a large, sweeping flourish underneath.

Steve Jones
Director