



## Finance Officer

**Salary – D Grade – Full Time Equivalent £27,780 to £30,564 per annum  
30 to 37 hours per week, 39 to 42 weeks per year (salary will be pro rata for part time  
and adjusted for weeks worked).**

**Commencing February 2026, Fixed Term initially to 31 December 2026.**

We are looking for an efficient Finance Officer to join the school's admin office, this role will help to support the School's Finance with administrative tasks, including accounting, banking, payroll and some payroll/personnel admin.

The ideal candidate will hold a relevant qualification (for example AAT Level 4 or School Business Professional Level 4) and will have experience of working in a Finance role in a busy office whilst ensuring a high level of confidentiality and accuracy. As well as a Finance qualification, payroll or HR experience would also be beneficial.

You will be proficient in using Microsoft Windows packages, including Excel spreadsheets. Knowledge of SAP and/or Arbor / Sims packages would be an advantage but is not a prerequisite for this role.

We are looking for an enthusiastic, proactive person with strong communication and organisational skills and a high level of attention to detail.

We offer a fantastic working environment, where staff well-being is truly valued. We believe we are 'much more than just a school'. Recent awards and Ofsted support that view.

All roles within our school also include other school activities to support students, for example, break duties, reading with students and supporting exams.

To apply for this position, please download an application form from [www.pcs.hants.sch.uk/employment.php](http://www.pcs.hants.sch.uk/employment.php). We look forward to hearing from you.

**Closing date:** 6 January 2026  
**Interview Date:** To be arranged.

Park Community School is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All successful candidates will be subject to Enhanced DBS check along with other relevant employment checks. In promoting equal opportunities, the school welcomes applications from all sections of the community.