



Post: Finance Officer (part-time)
Start Date: January 2019
Salary: Dependent on experience

Hendon Preparatory School is a thriving co-educational Independent Day School in North London for children from 2 – 13 years.

We are seeking to appoint an experienced Finance Officer, to support the School Bursar in all aspects of the financial and administrative management of the school.

This is an important role in the school for an organised person who can prioritise effectively, display flexibility and remain calm under pressure. The successful candidate must display attention to detail, be articulate and numerate and be able to demonstrate high standards of presentation, both verbal and written to reflect the nature of the school. The successful candidate will be expected to work 28 hours per week, over four or five days, all year around.

If you would like to join our highly motivated and talented staff, we should be pleased to hear from you.

For further details please visit the following link on the Hendon Prep School website:

<https://www.hendonprep.co.uk/why-hendon-prep/job-vacancies/>

Please e-mail application forms with a supporting statement to:
nisha.nathwani@cognita.com

Closing date: **Wednesday 12th December 2018**

Interview: **Week commencing 17th December 2018**

Please note that CVs alone will not be accepted and we reserve the right to close this advert early if we are able to appoint to the vacancy before the advertised closed date.

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.