TWYFORD SCHOOL, WINCHESTER, HAMPSHIRE, SO21 1NW

Tel: 01962 712269 www.twyfordschool.com

IAPS co-educational day/boarding school

**Finance Officer**

**required for January 2022**

*Twyford School is an independent day and boarding school for boys and girls aged 2 – 13 years. It is one of the oldest prep schools in the country, possibly the oldest. We are proud of our heritage and the beautiful history and architecture around the School. Located on the edge of the South Downs National Park 3 miles outside of the beautiful historic city of Winchester, we embrace Christian values and teach children from the earliest ages to be gracious, considerate and respectful of others.*

An exciting opportunity has arisen for an organised, efficient and experienced finance professional to join our small team who have responsibility for the financial and payroll operation of our School. We are looking for someone with a passion for finance and administration and who can take responsibility for the Purchase Ledger, to take a lead on ensuring best value for money on School procurement and who can assist with school fee billing and to ensure fees are paid on time.

Permanent, full-time (37.5 hours) 8.30am to 4.30pm.

Free tea, coffee, biscuits and fresh fruit provided year-round; free lunches provided during term time.

Indeed applications will not be accepted.

The closing date for applications is Tuesday 4 January 2022.

*Twyford School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS)*