

## Radnor House School

Pope's Villa, Cross Deep, Twickenham, TW1 4QG

### Finance Assistant (part-time)

We are seeking an experienced accounting professional. The ideal candidate will be comfortable working without close supervision and be able to prioritise their own work schedule. Areas of responsibility include purchase ledger, purchasing, month end reconciliations, bank reconciliations and budget analysis.

This is a part-time position. There is flexibility as to the weekly working pattern but school holiday working will also be expected. This is not a term-time only role.

Radnor House is a 9-18, selective, co-educational, independent day school set in historic buildings on the banks of the Thames in Twickenham, just thirty minutes from Central London. The relatively small size of Radnor House enables us to focus on the individual needs of all of our pupils. This fosters a supportive and collaborative community where success is regularly celebrated.

We offer a competitive salary, with extensive opportunities for CPD and career development.

For further information, to download an application form, or to watch our video to give you a flavour of working at our school, please visit our website:

<http://www.radnor-twickenham.org/about/>

<http://www.radnor-twickenham.org/about/working-at-radnor-house/current-vacancies/>

Completed application form and cover letter should be returned to [LTottem@radnorhouse.org](mailto:LTottem@radnorhouse.org) by 7<sup>th</sup> October 2019.

*Radnor House is an Equal Opportunities employer, committed to safeguarding and promoting the welfare of children. Screening, including an Enhanced DBS check, is routinely carried out on successful applicants. Our Safer Recruitment Policy can be downloaded from the 'Directory of Policies' page of our website.*