



Before you submit your application for the experienced **Finance Officer** role, please ensure you have completed the checklist below:

1. Provide a handwritten application form, signed and dated to
FCJ Primary School and emailed to hr@fcj.sch.je . Yes ☐ No ☐
2. Completed the Consent to Obtain References form. Yes ☐ No ☐
3. Ensure you have read and understood the Job Description, Person Specification
and Guidance Notes. Yes ☐ No ☐
4. Provided a covering statement to support your application. Yes ☐ No ☐

Thank you in advance.