

## Finance Administrator advert

Post Title Finance Administrator  
Grade 5 (pts 11-14) £22,129 – £23,484 pa pro rata  
Allowances (Not applicable)  
Hours Part Time 1 day per week (6 hours) term time  
Contract Fixed Term Contract (until 31/08/2023)  
**Closing Date: 24/06/2022**  
Interview Date: 11/07/2022  
Start Date 05/09/2022

This is an exciting opportunity for a committed and versatile person to join our fantastic team of staff, in a vibrant and successful rural village primary school.

Hillesley Church of England Primary School are seeking to recruit an enthusiastic, organised and flexible person to provide finance and some administrative support in our busy school office. This post is for 1 day a week (6 hours) 8.45 am – 3.15 pm term time (day of the week worked to be negotiated) plus Inset days. The initial contract will be fixed term until 31/08/23 but there is potential for the initial contract to be extended.

You should be welcoming, personable, helpful and able to represent the school in a professional and friendly manner.

You will be responsible to the Head for the efficient operation of the school's financial systems with adherence to sound accounting principles. Experience of SIMS and FMS are desirable but training can be given.

The successful candidate will:

- Be responsible for ensuring that financial tasks are produced to a high standard
- Be organised, flexible and able to use initiative
- Have good interpersonal and communication skills
- Have a high level of computer literacy and a good working knowledge of Microsoft Office applications
- Have demonstrable experience of working in an office based role
- Maintain confidentiality at all times
- Enjoy working in a busy environment, producing good quality, accurate work, whilst working to deadlines.

For further details please visit our website [www.hillesleyprimary.com](http://www.hillesleyprimary.com)

For an application pack please contact the school office on 01453 843551 or email [admin@hillesley.gloucs.sch.uk](mailto:admin@hillesley.gloucs.sch.uk)

Prospective candidates are welcome to visit the school. Please telephone or email to make an appointment.

This school is committed to safeguarding and promoting the welfare of children and young people, and expects all staff, and volunteers, to share the same commitment. This position is subject to an enhanced DBS check.