

Preston Hedges Trust **Finance Administrator**

Closing Date: Friday 7th October 2022 Interview Date: TBC
Hours per week: 16 hours per week (4 mornings during the school day, with some flexibility for additional hours during peak times)
Weeks per year: 39 weeks, which includes term time only working, plus teacher training days
Start Date: ASAP
Pay Scale: NJC Scale E, Points 4 to 5 £18,562 to £18,933
Full Time Equivalent– part time posts will be paid pro-rata

Preston Hedges Trust is a forward thinking 5 School Multi Academy Trust with expected growth of between 6 to 9 schools in both Northamptonshire and Milton Keynes. Each school has their own unique vision and identity under the umbrella of 'fun, creativity and achievement', which enables the school to innovate their curriculum to reflect who they are and establish outstanding provision.

Our Central Finance team is at an exciting point in the growth and expansion of the Trust, and we are seeking to appoint an experienced, approachable Finance Administrator to join our dynamic Central Finance team. The successful candidate will be an integral part of the support and growth of our Trust and will assist each Trust school in administering the finances for the Wraparound Provision.

The role will involve working closely with our Senior Finance Officers and Finance Director as well the Central Finance team, Senior Leaders and colleagues across the Trust. The role will be based at our central office at Buckton Fields Primary School, NN2 8ES

The ideal candidate will have:

- Excellent administration, analytical and organisational skills
- Experience of Sales Ledger and reconciliations
- Strong attention to detail and able to produce work at a high level of accuracy
- Experience of financial systems
- Excellent ICT skills including Excel, Word
- Excellent communication and interpersonal skills
- The ability to work well as an individual and team

As part of our commitment to safeguarding and promoting the welfare of children, the successful applicant will be required to undertake a health and DBS checks.

If you would like to discuss this post further, arrange a Trust visit, or apply for an application form please contact Emma Brame, HR & Payroll Officer at emma.brame@prestonhedges.org.

Application forms are to be returned to emma.brame@prestonhedges.org

Tel: 01604 978120
Email: emma.brame@prestonhedges.org
Website : www.prestonhedges.northants.sch.uk