

Job details

Employer	Cheshire Academies Trust	Job Title	Finance and Administration Officer
Location	Boughton Heath Academy	Contract type	37 hours, 39 weeks per year
Salary Band	Grade 5, £18,672 - £20,541 (pro rata)	Closing date	12 Noon on Tuesday 19th February 2019
Job starts	As soon as possible		

The Governors of Boughton Heath Academy are seeking to appoint a temporary full time Finance and Administration Officer to join our outstanding team as soon as possible.

This is an exciting and varied role as the post holder would be required to work across all areas of the academy office function. The post holder will primarily be responsible for school finance and in addition, be required to provide cover for front of house operations as well as liaison with internal and external services. The role requires the ability to work in a busy school environment and to work efficiently and precisely under pressure, by prioritising and taking initiative. Applicants should be organised, self-confident and possess excellent communication, interpersonal and IT skills along with the ability to multitask. Experience in a financial administration role is essential. Experience in a school setting is desirable. The candidate should have their own transport as the post holder will be required to travel to meetings and training at other Cheshire Academies Trust schools.

Key Responsibilities:

- To provide an administration service to the Principal and other members of school staff
- To input data into the finance system and reconcile the bank and payroll on a monthly basis
- To monitor spend against the budget and report to the outcome to the Director of Operations
- To process bank payments
- To process HR data
- To liaise with the school cook to oversee the catering function
- To liaise with the Clerk to Governors and provide additional Governor administration as needed
- To maintain the school website and calendar
- To maintain the school's Single Central Record
- To ensure compliance with statutory and other school/Trust policies including the Trust's Financial Handbook and the Academies Handbook

This list is not exhaustive and the post holder will be asked to undertake additional tasks as deemed suitable by their line manager.

The initial appointment will be made on a temporary basis as our administration function is currently under internal review. It is highly likely that this role within Cheshire Academies Trust will become permanent in the future. We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. References will be sought for shortlisted candidates prior to the interview date.

The successful candidate will be required to complete an enhanced DBS check. We welcome applications from all sections of the community, regardless of gender, race, religion, disability, sexual orientation or age.

For further information about our school or Trust please visit our websites:

www.boughtonheath.cheshire.sch.uk and www.cheshireacademiestrust.co.uk. The application form can be downloaded from either website or by emailing bursar@boughtonheath.cheshire.sch.uk or ringing 01244 732000.

Completed application forms along with an application letter no longer than two sides of A4 should be submitted to bursar@boughtonheath.cheshire.sch.uk by: **12 Noon on Tuesday 19th February 2019.** Please note we will not consider CV's. **Interviews will take place on Friday 22nd February 2019.** Successful candidates will be notified by the end of the day