

FINANCE ADMINISTRATOR

Sir Christopher Hatton Academy, The Pyghtle, Wellingborough, Northants



37 hours per week, 40 weeks per year (Term Time + 2 weeks)
NJC Scale Point 15 to 18 (£17,972 to £18,870 FTE) (Actual Salary £15,832 to £16,623)

We are looking to recruit a reliable and self-motivated Finance Administrator to support the busy Finance Department with data entry and maintenance of the Purchase and Sales ledgers. In this varied and interesting role, the post holder will carry out reconciliations of income and expenditure for school trips, petty cash and all other income received in the Academy; support month and year end accounts preparation; and deal with financial queries from internal and external customers.

If you have

- the minimum of Level 2 qualifications in English and Maths
- knowledge of basic accountancy principles
- recent, proven competency on using Finance & General Ledger systems
- good processing skills with a good knowledge of IT Packages (eg Word, Excel & Databases)
- the ability to identify work priorities and manage workload to meet deadlines
- excellent communication and interpersonal skills with the ability to quickly establish and maintain good working relationships at all levels.

then we would love to hear from you.

We offer you

- the opportunity to work in an “Outstanding” Academy (Ofsted 2015)
- very supportive colleagues
- a challenging and varied role
- Term Time + 2 weeks (flexible)
- continuous Local Government Service if applicable (subject to verification)

You can find out more about this role by

- obtaining a candidate pack and application form from our website www.hattonacademiestrust.org.uk
- contacting Mrs S Caffel, Personnel Assistant on 01933 221415 or personnel@hattonacademy.org.uk

APPLICATIONS MUST BE MADE ON THE HATTON ACADEMIES TRUST APPLICATION FORM – WE ARE UNABLE TO ACCEPT APPLICATIONS BY CV ONLY

**THIS IS AN ONGOING VACANCY UNTIL THE POST IS SUCCESSFULLY FILLED
**** IMMEDIATE INTERVIEWS FOR THE RIGHT CANDIDATES ******

PREVIOUS APPLICANTS NEED NOT APPLY

“aiming for excellence in all our academies”

Hatton Academies Trust are an Equal Opportunities employer and welcome applications from appropriately qualified persons regardless of gender, race, religion, disability or age. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All successful applicants are required to complete an enhanced Disclosure Bureau Service check and any offer of employment will be subject to satisfactory references.

