



## **Term time – HR/Finance Assistant**

**Hours:** 18 Hours Per Week 8.30am – 2.30pm, 3 days per week (Flexible)

**Reports to:** Finance & Office Manager

**Pay grade:** Kent Range 5

### **Job Description**

We are seeking to appoint a Finance & HR Assistant to undertake administrative work to help ensure that efficient and effective services are provided to the school.

### **Key Duties and Responsibilities:**

- Assist the schools Finance & Office Manager/HR Advisor
- Monitor and process staff absence
- Manage finance and administration of clubs
- Debt collection
- HR administration
- Manage single central record.
- Banking
- All finance processing (Purchase orders, Invoicing, BACS etc)
- Reconciling Bank Statements
- Trips finance
- DBS checks
- Manage school dinner payments

### **Person Specification**

- Excellent Microsoft Office – Excel and Word
- Good communication skills
- Worked with systems – preferably FMS/Arbor
- Ability to work to deadlines and manage a varied and busy workload
- High organised
- Numerate
- Attention to detail
- Be calm under pressure
- Flexible approach and the ability to work to deadlines
- Ability to work in a fast-paced environment
- Team player
- Looks for ways to continuously improve
- “Can do” approach
- At least GCSE English Grade C (or above/equivalent)
- Ability to work independently and multitask

