

Primary Advantage Federation Cluster Finance and Administration Officer



We are a group of schools working together because we believe our schools can gain many benefits from working collaboratively.

We are looking to appoint an experienced and dynamic professional as our Cluster Finance & Admin Officer, working across Morningside Primary School and De Beauvoir Primary School in the Federation. This is a fixed term post for one year. The successful candidate will demonstrate they have the ability and knowledge to help drive back-office functions across settings with their own distinct identities. A proven team leader used to maintain efficient service within a busy environment, the individual will be able to identify priorities and manage workloads to meet deadlines. Given the nature of the role, a flexible approach, collaborative manner and motivational attitude are key skills to possess.

Responsibilities will be wide-ranging, from Finance tasks such as budget monitoring and centralised procurement, to HR duties such as recruitment and retention. The post holder will work closely with, and be fully supported by, the Cluster Finance and Admin Manager, as well as the wider Federation staff body.

The successful candidate will:

- provide accurate and detailed reports to stakeholders
- have excellent IT Skills including Microsoft Office
- have substantial knowledge regarding finance
- be an effective communicator who is able to lead, multi-task and work as part of team
- Work efficiently to tight deadlines and have excellent literacy and numeracy skills
- be prepared to play a full and active part in the life of both schools.

Visits are warmly welcomed and encouraged. To view or download our application pack, please visit www.primaryadvantage.co.uk/recruitment. For vacancy enquiries, please contact our Admin & Data Officer, Venessa Williams at recruitment@primaryadvantage.hackney.sch.uk.

Start date: As soon as possible

Hours: 25 hours per week (09:30am – 03:30pm). Term time only

Closing date: Monday 23rd March 2020 at 12pm

Interviews: Tuesday 31st March 2020 (Please make yourself available for the whole day)

Scale: SO2 (£33,759 - £34986) Pro rata

Successful applicants will be required to apply for an enhanced criminal record check via DBS. We are committed to safeguarding and promoting the welfare of our children and expect all members of staff to share this commitment.