

FINANCE ADMINISTRATOR

NJC Grade 4 (SCP 5-6)

£11,562- £11,745 actual (pay award pending)

Part-time (20 hours, Term Time + 1 week)

Negotiable start and finish times

Start date 1 September 2025

We are looking for an administrator to join our finance team who provide excellent financial support at both academy and trust level.

The role is for 20 hours per week across 39 weeks (term time plus 1 week), start and finish times are negotiable. Although, we will consider a four day per week appointment, you should be aware that it will be essential that the successful candidate works Fridays. The additional week will include an inset day in September plus some time during the summer holidays

You should have experience of working in a busy environment, ideally in an educational or similar organisation. Applicants must possess excellent, clear and influential communications skills and have high levels of competency in mathematics, English and ICT. The Fallibroome Academy is a highly successful school and contributory to its success is a very dedicated and busy support team, of which this post is part.

As well as technical skills, the successful candidate will have a positive outlook and be able to demonstrate excellent team skills.

Applicants must be able to demonstrate a good record of attendance and punctuality in previous employment and be of smart personal appearance. You must be willing to undertake additional training as required to support your own professional development.

Please apply as soon as possible but no later than Monday 30 June 2025 at noon