

Trinity School
Heathway Dagenham
Essex RM10 7SJ
Headteacher: Jo Long
Tel: 020 3435 5955



Finance Support Administrator

Grade: Scale 3

Salary: £10,483 pro rata (Actual pro-rotata salary will be confirmed by Payroll)
Hours: 16 hours per week, Term Time Only. Days and time negotiable.
Required: ASAP

Closing date: Friday 6th September 2024 @ 12.00 noon
Shortlisting W/B: Monday 9th September 2024
Interviews W/B: Monday 16th September 2024

Trinity School seeks a dynamic and proficient **Finance Support Administrative** to join our dedicated team. This role offers an exciting opportunity to contribute to the effective operation of our school and support the learning environment for our students.

About Trinity School:

Trinity School is a modern, vibrant institution catering to students aged 3 to 19 with a diverse range of learning difficulties, including moderate, severe, profound, and complex needs. Located in Dagenham, Essex, we provide a supportive and inclusive environment for our students, many of whom have an Autism Spectrum Condition (ASC).

The role includes preparing and reconciling monthly Purchase Card accounts, supporting both monthly and year-end financial reconciliations, and managing statutory financial returns as well as the School Fund Account. For a comprehensive outline of key responsibilities and required qualifications, please refer to the job description and person specification.

Requirements:

We welcome applications from candidates who possess the following qualifications and experience:

- Educated to at least 5 GCSE or equivalent
- Previous office administration and financial experience including; setting up and maintaining spreadsheets
- Good knowledge and understanding of basic accounting processes and procedures
- Excellent team working skills and proven experience of working well in a team
- Ability to communicate effectively with all members of the multi-disciplinary team at work.
- Willingness to constructively challenge the work of self and others to continually improve own performance
- Excellent organisational, interpersonal and time management skills.
- Ability to use, to a good standard, a range of ICT packages including, Microsoft Excel and Word
- Ability to work under pressure and meet deadlines
- Basic knowledge of safeguarding/child protection responsibilities of staff in Schools/education

All applications should be made on the Trinity School application form available from the school website at:

<https://trinityschool.face-ed.co.uk/Vacancies>

Please note that CVs will not be accepted, and any applications submitted with a CV will not be considered. To ensure your application is reviewed, please follow the instructions provided in the job description and person specification.

Only those applicants that are shortlisted will be notified of the interviews

Trinity School is committed to safeguarding and promoting the welfare of our pupils and expects all staff and volunteers to share this commitment. A criminal record check via the DBS will be undertaken for the successful candidate. Online checks are completed for all applicants that are shortlisted for interview

This post is exempt from the Rehabilitation of Offenders Act and a comprehensive screening process, including a disclosure check will be undertaken on all applicants.