



## **Finance Administrator**

Hours: 25 per week 41 weeks per year

Salary: Grade 5, SCP 12 (£26,409 - £29,093 pro rata)

Horizon Schools Federation are looking for a Finance Administrator to work alongside the Bursar at both Donington Cowley Endowed Primary School, Donington and St Gilbert of Sempringham C of E Primary School, Pointon.

We are looking for someone with proven suitable experience in either school-based finance or finance in another sector. The suitable candidate will be able to work effectively within a team but also work on their own initiative.

The role will include but not limited to:

- Purchasing – understanding of account coding through BW/Hoople system
- Invoicing
- Banking
- Management of School Fund
- Payroll related tasks – inputting of timesheets/expenses, distribution of payslips
- Procurement card administration
- General administration and HR Filing

You will be provided with training from both the Bursar and LCC Schools Finance team.

This role is 41 weeks a year and this means there will be some work during the school holidays, but this may be hybrid or in school depending on the circumstances.

Closing Date: 9am Friday 21<sup>st</sup> March 2025

Interview Date: Wednesday 26<sup>th</sup> March 2025

Visits to the school are warmly welcomed. Please contact [Sarah.Bach@cowley.lincs.sch.uk](mailto:Sarah.Bach@cowley.lincs.sch.uk) to arrange a suitable time or if you wish to discuss this role further, please contact Sarah on 01775 820467 or 01529 240465. Applications packs are available from either school website.

Horizon Schools Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants should note that this post is subject to enhanced DBS disclosure. Pre-employment checks are in line with Keeping Children Safe in Education 2024

All shortlisted candidates will need to verify their eligibility to work in the UK at interview.

Please note that we are unable to accept a CV as an application.