

The Church of England  
Dioceses of Durham and Newcastle  
Joint Education Team

Finance Assistant  
Employer: Newcastle Diocesan Education Board

Part-Time Post – Term Time Only  
Salary £17,031 pro-rata 30 hrs (4 days)

To support the work of the Joint Education Team we are seeking a Finance Assistant to work with the Bursar to ensure the efficient and effective administration of all aspects of the Boards' work. The person appointed must be in sympathy with the aims and ethos of the Church of England and ready to work flexibly as part of a small team dedicated to serving the interests of church schools in our two Dioceses.

**For further details and an application form please contact**

Mrs Eileen Bell, Church House, St John's Terrace, North Shields, NE29 6HS

Tel: 0191 270 4141 / Email: [eileen.bell@drmnewcanglican.org](mailto:eileen.bell@drmnewcanglican.org)

Closing Date: 12 noon Friday 17th January 2020

Interviews: 1.00-4.00pm Thursday 23<sup>rd</sup> January 2020

<b>JOB TITLE:</b>	Finance Assistant
<b>JOB SUMMARY:</b>	Provide a comprehensive financial support service to the Joint Education Team.
<b>LOCATION:</b>	Church House, St John's Terrace, North Shields NE29 6HS
<b>ACCOUNTABLE TO:</b>	Bursar
<b>KEY RELATIONSHIPS:</b>	Diocese of Newcastle Education Board, Diocese of Durham Education Board, MAT employees, colleagues at Church House

**MAIN DUTIES AND RESPONSIBILITIES:**

- Ensure that all financial transactions on behalf of the JET (purchase ledger, sales ledger, bank reconciliations) are carried out in a timely manner and treated correctly technically, and that journals and reconciliations are done on a daily or monthly basis in accordance with the finance schedule.
- Provide support to the Bursar for the delivery and project management of Church School capital Funding (LCVAP).
- Provide general administrative support as required, liaising with Assistant Directors.

**This job description does not form part of your contract of employment.**

## **PERSON SPECIFICATION:**

### **ESSENTIAL**

#### Technical

- Hold or be studying for an NVQ level III in finance or able to demonstrate equivalent experience;
- Previous experience of working in an accounting environment, in particular able to demonstrate a working knowledge of budgeting, financial forecasting, sales and purchase ledger and bank reconciliation;
- Computer literate, able to use Microsoft office, excel and other financial and database packages;
- Develop and maintain efficient and effective office systems, including filing and retrieval of papers and electronic data and database management, to enable matters to be dealt with rapidly and to meet required deadlines;
- Able to demonstrate a high degree of accuracy and attention to detail;
- Able to analyse and interpret data; identifying key trends and take corrective action as appropriate;
- Prepare reports, newsletters and other documents as required;
- Able to solve problems and make decisions within delegated authority levels;
- Able to demonstrate good organisation skills, ability to prioritise key tasks and responsibilities;
- Able to work in a confidential environment;
- Previous experience of providing IT support in a learning environment;
- Update and develop content for website;
- Previous experience of delivering advice and guidance

#### Behavioural

- Able to build relationships and work as part of a team;
- Able to provide one to one support for end users using an understanding and supportive approach;
- Enthusiastic and self-motivated;
- Able to work with minimum supervision;
- Able to work flexibly and prioritise tasks to meet deadlines;
- Empathy with the mission of the Church of England and Board of Education.

### **DESIRABLE**

- Understanding of education structures in the Church of England, including Multi-Academy Trusts.