

TYNE COMMUNITY LEARNING TRUST

Finance and Administration Assistant Band 3

Permanent Contract

Term Time plus 10 days (up to 20 days considered)

Full time – 37 hours per week

Band 3 point 5 to 6

£19,312 to £19,698 FTE per annum (£17,014 to £17,355)

Tyne Community Learning Trust is a nine school Trust based in the Prudhoe area of Northumberland that has been operating since September 2019. It is made up of 6 First Schools, 2 Middle Schools and 1 High School. Further information about the school can be found on our website, www.tcltrust.org.

Our trustees are looking to appoint an enthusiastic and highly motivated Finance and Admin Assistant to join our successful central team as soon as possible.

You will be required to process a variety of financial documents for the schools in the Trust, such as purchase invoices, bank payments, receipts, raise purchase orders and assist with procurement for the schools as well as providing an administration and marketing service for the Trust including updating websites and social media for The Trust and schools as required.

The successful candidate must:

- have NVQ level 3 or equivalent in a relevant qualification, e.g. finance, marketing or administration
- experience of using and managing various finance or marketing and administration systems.
- Effective use of ICT and other specialist equipment /resources
- Good ICT and keyboard skills

- Ability to work with children and adults
- Ability to work as member of a team
- Ability to self evaluate learning needs and actively seek learning opportunities

In return we can offer an exciting opportunity to join and help develop our busy team.

We are strongly committed to safeguarding and promoting the welfare of all children and young people and expect all staff to share this commitment. An enhanced Disclosure and Barring Service (DBS) disclosure is required for this post.

Informal discussions prior to interview are encouraged. Please contact Helen Beaton Chief Operating Officer. Tel: 01661830442 or email finance@tcltrust.org

Application forms can be downloaded from this website and are also available from the Trust by telephoning the number above.

Completed applications should be returned directly to the Trust by email to Finance@tcltrust.org.

Closing Date: 12.00 pm on 30 September 2021

Interview Date: w/c 11 October 2021