

**Finance Assistant**

Hours: 15 hours per week, Monday to Friday – 52 weeks per year

Contract type: Permanent

Start date: September 2022

Salary band: Scale 5 £22,571 - £24,920 per annum pro rata

We are seeking to appoint an enthusiastic, organised and efficient individual to support the day-to-day financial aspects and communication with parents of Brunswick Buddies, our very successful and oversubscribed breakfast and after school club.

The role will involve:

* Communicating with parents by email, telephone or face to face.
* Processing payments/credits/childcare vouchers using FMS (the school’s financial management system)
* Reconciling payments using Magic Booking (the club’s online booking system) on a daily basis
* Troubleshooting queries and payment issues

The successful candidate will:

* Possess excellent communication skills to build positive relationships with parents/users of the club, by email, telephone and face to face
* Have good numerical skills and some finance experience to undertake a variety of tasks e.g. processing and reconciling payments, childcare vouchers
* Have good IT skills with a good knowledge and understanding of relevant ICT packages (e.g word, excel). Experience of using FMS or Magic Booking would be desirable, but not essential as full training will be given
* Be able to work in a busy environment, whilst also completing a variety of admin tasks and working to deadlines
* Be organised and able to manage their time efficiently, working as part of a team and using their own initiative
* Have experience of working in a fast-paced environment and be able to work in a calm and professional manner at all times

The role is advertised for 15 hours per week (3 each day, Monday to Friday). This is not a term time only role and will involve working during school holiday closure periods.

For further information and to request an application pack please contact the school, Tel: 01273 711816 or email [recruitment@brunswick.brighton-hove.sch.uk](mailto:recruitment@brunswick.brighton-hove.sch.uk)

You may also download an application pack from our school website, clicking on the ‘Vacancies’ tab at: <http://www.brunswick.brighton-hove.sch.uk>

Brunswick Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**Closing Date: 12 noon on Friday 8th July 2022**

**Interview Date: Week beginning Monday 11th July 2022**