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[jobs.heathfieldcc.co.uk](http://jobs.heathfieldcc.co.uk)

## **Senior Finance & HR Assistant**

**35 hours per week**

**Term Time Only**

**Fixed Term until 31/08/2023 in the first instance**

**Local Single Status Grade 6 points 14 - 16**

**£20,853 - £21,695 per annum**

**(actual salary equates to £16,531 - £17,199)**

### **Pride. Ambition. Community**

We are looking to appoint an accurate and competent, team player to join the Finance & HR office. The role will be varied, largely relating to the HR functions of the College. Tasks will include recruitment, administration of personnel data, changes to staff records, regular HR reporting and other tasks to ensure the smooth and efficient running of the HR policies and procedures.

The role also includes other financial aspects of the College such as the digital learning scheme, placing orders for goods and making payments. The day to day role will include working with colleagues across the college, parents and students.

You should be professional and have good IT skills including Microsoft Word and Excel. Previous experience of working in a school environment would be beneficial. Knowledge of Sims, FMS, SchoolComms and PFM would be advantageous but not essential as training will be given.

Please contact Jane Barber, Assistant to the Finance & HR Manager for further details and an informal discussion about the vacancy at [jbarber@heathfieldcc.co.uk](mailto:jbarber@heathfieldcc.co.uk)

Please see our website for an information pack and application form. Alternatively please request an application pack from [jobs@heathfieldcc.co.uk](mailto:jobs@heathfieldcc.co.uk)

**Closing date:** Please complete and return your completed application form to [jobs@heathfieldcc.co.uk](mailto:jobs@heathfieldcc.co.uk) by 12 noon 1 July 2022 latest.

**Start date:** September 2022

**We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Successful applicants will need to undertake, or currently hold, a DBS enhanced clearance for this authority.**