**Finance and Administration Assistant**

We need an enthusiastic and organised individual to assist the School Business Manager (SBM) with finances and provide administrative duties in support of other staff and pupils. Multi-tasking and good communication skills essential! Previous experience of school finance desirable.

37.5 hours per week, (8am-4pm), 40 weeks per year.

Furzefield is a good, vibrant community school, for pupils aged 3-11 years. We offer a creative curriculum, including Forest School, pupils who are eager to learn, and staff who are friendly, supportive and committed to continuing development.

We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. Therefore this post is subject to a satisfactory Enhanced DBS check and references.

The successful candidate must:

* Have a friendly, welcoming outlook and effective communication skills.
* Have good GCSE results (or equivalent) in English and Maths.
* Ideally have experience working in education, and/or a finance.
* Be able to work well in a team and under their own initiative.
* Be able to work to confidently under pressure to deadlines.
* Understand the need for confidentiality.
* Ideally have SIMS/FMS experience and a good knowledge of Office.
* Ideally have experience using Tucasi or another online payment system.

Surrey Pay Scale 5: Salary £19,245-£21,796 FTE (pro rata’d to £17,527-£19,851)

**Closing: Midnight 3rd September 2018**

**Shortlisting: 4th September 2018**

**Interviewing: 6th September 2018**

Please contact Sharon Morgan (SBM) for further information on 01737 642842, or email: [sbm@furzefield.surrey.sch.uk](mailto:sbm@furzefield.surrey.sch.uk)

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