

## Finance and Data Assistant

Scale 5, spine points 12-15 £26,790 - £28,786 per annum (actual salary)

Term time plus two weeks – 35 hours per week

Closing date, midnight on Sunday 29<sup>th</sup> October 2023

Interviews week commencing 30<sup>th</sup> October 2023



We are seeking to appoint an enthusiastic and hardworking individual with excellent administration skills and the ability to work methodically and accurately under pressure. As a School Finance and Data Assistant, you will play a vital role in maintaining accurate financial records and organising essential data for our school. You will collaborate closely with the finance department, administration, and teaching staff to ensure smooth operations and facilitate informed decision-making processes.

#### Requirements:

- Proven experience in financial record-keeping, data entry, or related roles.
- Proficiency in using Microsoft Office, particularly Excel.
- Excellent attention to detail and a high level of accuracy in handling numerical data.
- Basic understanding of financial principles and budget management.
- Ability to work collaboratively with cross-functional teams and communicate effectively.
- A keen interest in the education sector and a commitment to promoting educational excellence.
- Knowledge of relevant data protection and confidentiality regulations.
- Grade 5 GCSE in English and Maths or equivalent; relevant NVQ Level 3 qualification or degree

*The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will require an enhanced DBS clearance. We are dedicated to equality and valuing diversity.*

#### We Offer

- A strong personalised programme of professional development and coaching for teachers and support staff
- Staff who are very supportive towards each other with a great camaraderie existing throughout the school
- Employee Assistance Programme
- Cycle to Work Scheme
- Tech scheme

For an application pack and more information please email [hr@bow-school.org.uk](mailto:hr@bow-school.org.uk) or download the application pack from our website [www.bow-school.org.uk](http://www.bow-school.org.uk) (Current Vacancies)