



COMPASS EDUCATION TRUST LTD.
FINANCE ADMINISTRATOR VACANCY

Address	The Billericay School A Specialist Maths & Computing College School Road, Billericay CM12 9LH
Contact	Tel: 01277 655191 Email: info@billericayschool.com Website: www.billericayschool.com
Job Title	Finance Administrator
Hours	32.5 hours per week, Monday to Friday, term time plus one week * To be worked over two school sites: The Billericay School and The Bromfords School and Sixth Form College - days to be confirmed. It may be necessary for the post holder to work at other schools should the MAT expand.
Grade/Salary	Band 3 to mid-point (6-11) £15,127 .74 - £16,653.52
Closing Date	Applications to be submitted no later than: 09.00am Monday 15 July 2019
Date Required	2 September 2019
Interview Date	Interviews will take place on Thursday 18 July 2019 at the Billericay School
Details	<p>Compass Education Trust is a multi-academy trust consisting of two large oversubscribed secondary schools in Essex. The schools have polite and engaged students who want to learn and benefit from good parental support.</p> <p>We seek to appoint an experienced Finance Administrator to work alongside a friendly, supportive and committed team across the trust. Candidates will have proven experience in working on their own initiative to tight deadlines, along with excellent finance, computer, organisational and communication skills. Previous experience working with PS Financial, Parentpay and SIMs would be helpful, however full training will be provided.</p> <p>We welcome prospective applicants to come and see the schools in action. Please get in touch by email or phone if you would like to visit prior to application.</p> <p>Our Governing Bodies are committed to safeguarding and promoting the welfare of all children and young people and expects all staff and volunteers to share in this commitment. The post is subject to satisfactory medical checks, enhanced DBS clearance and references.</p>

--	--