

**FINANCE ADMINISTRATOR**

**15 hours per week (over a minimum of 3 days a week)**

**TERM TIME ONLY - 39 WEEKS PER YEAR**

**BAND C POINT 8 – 14 £25,992-£28,624 (ACTUAL SALARY RANGE £8,993 - £9,903)**

Our Values: Community, Respect, Wellbeing, Growth, Creativity

Our Vision: Having fun, discovering our place in the world, building relationships and overcoming challenges. Learning about life beyond the classroom to shape a successful future.

Hazel Oak is an all-age special school for pupils who have a broad range of needs including Autism, ADHD, Downs Syndrome, social, emotional and behavioural challenges and a range of personal care and medical needs.

We are a warm, friendly and welcoming school with staff who are involved in the school’s development. We have an expectation that all of our staff are solution-focused and have a growth mindset. The welfare of our pupils is at the heart of everything we do.

We are now looking for a Finance Administrator to join our team at Hazel Oak School. The role will be based in the school office and will include raising purchase orders, goods receipting, investigating finance queries, liaising with suppliers and the Local Authority finance team, processing income, maintaining ParentPay and processing monthly purchase card logs.

What you'll need to succeed:

You will need to have proven finance administration experience and, ideally, you will have worked in a school environment, but this is not essential. You will have experience of using finance packages and demonstrate an understanding of financial systems and regulations.

You will act with honesty and integrity and always work towards identifying solutions to problems.

You will take accountability for yourself and for doing the best job you can through to the end result.

You will be open and able to communicate appropriately to a variety of stakeholders maintaining professionalism at all times.

You will be supported into the role by the Office Manager and full training on the school and LA financial systems and packages will be provided.

To support a positive work-life balance the number of days and start/finish times can be negotiated

This is a key role within the team, and you will be responsible for ensuring accurate input of financial information so you will work closely with the Business Manager to keep them informed of any queries or issues relating to the day-to-day finance operations.

What we offer our staff:

* Annual appraisals which can lead to incremental rises on successful completion.
* Training opportunities both internal and external.
* Access to the Council’s Employee Assistance Programme to support health and well-being.
* Additional health and wellbeing services through School’s Advisory Services, including 24/7 GP service, physiotherapy services and self-referrals for counselling and more.

If you would like to arrange a visit to the school, please contact Ellen Barrett at s501ebarrett@hazel-oak.solihull.sch.uk.

Application packs available from [www.hazel-oak.co.uk](https://www.hazel-oak.co.uk) or by emailing s501ebarrett@hazel-oak.solihull.sch.uk

Deadline for applications is Friday 14th March 2025.

**Hazel Oak School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS disclosure and Safer Recruitment checks.**

**Hazel Oak strives to be a fully inclusive school, supporting a diverse workforce with equity as a key priority. In supporting applications from neuro diverse applicants, we adapt recruitment processes to include all candidates.**

**The post falls under the requirements of the Fluency Duty (part of the Immigration Act 2016) which makes it a requirement for all public sector workers operating in ‘customer facing’ role to be able to speak fluent English.**

**We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender assignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.**