

# Shared Service Finance and Admin Officer



Moorland Federation

The Moorland Federation is made up of eight first and primary schools and six early years settings. Located across Exmoor National Park and Wellington area. We are passionate about the education of our children and focussed on delivering excellent opportunities for all to flourish.

The Governors are seeking to appoint an experienced Finance and Admin Officer who has outstanding interpersonal and organisational skills as well as the flexibility to adapt to the challenges of the school day and working across the federation. As part of the shared services team, this role involves supporting the Senior Leadership to deliver efficient financial and administrative support. This requires working to a high level of accuracy and efficiency with confidentiality. If you enjoy a challenge, being busy and job satisfaction, this post will be just right for you.

The ideal candidate will have good experience and knowledge of school finance and be able to provide support in oversight of all finance functions. They should have experience of working in a vibrant office and effective communication skills for dealing with the public (particularly children and parents). Experience of FMS and/or Bromcom is essential, as well as, experience of education management information systems such as SIMS/Bromcom and other software such as MS Excel, MS Word and MS Outlook. Administrative responsibilities within the role would include liaising with the Clerk to Governors to support on certain governor responsibilities, supporting in the collation documentation to comply with current legislation, such as GDPR and working within the existing admin team.

There is development scope within the role to incorporate grant applications and cultivate corporate social responsibility relationships within our communities.

The role would be based at All Saints CoE School in Dulverton, however the candidate will be required to work within all the Moorland Federation schools, so own transport is essential. Opportunities for hybrid working can be discussed once established in the role.

The school will offer the successful candidate:

- A welcoming, supportive and vibrant establishments, with an inclusive ethos.
- A dedicated, hardworking and friendly staff team, accredited continuous professional development and the opportunity to develop your career.
- An engaged, supportive and effective Governing Body.
- Support from an experienced and knowledgeable Senior Leadership Team.

Closing date for applications:

**18<sup>th</sup> October 2024**  
(9am)

Interviews held on:

**25<sup>th</sup> October 2024**

If you would like to visit our schools and find out more about the role please contact Rosy Arch.

[recruitment@moorlandfed.co.uk](mailto:recruitment@moorlandfed.co.uk)

Telephone: 07947 994052

The Moorland Federation welcomes applications from individuals from all backgrounds. We are committed to safeguarding children and have a culture of vigilance to support this. The post holder will be required to undergo a disclosure check with the Disclosure and Barring Service before taking up employment.

