



Cade Street, Old Heathfield, East Sussex TN21 8RJ
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www.heathfieldcc.co.uk
jobs@heathfieldcc.co.uk

Finance & HR Assistant

37 hours per week
Term Time Only
Permanent

Local Single Status Grade 5 points 12 - 13
£23,893 - £24,293 per annum
(actual salary equates to £20,111 - £20,448)

Pride. Ambition. Community

We are looking to appoint an accurate and competent, team player to join the Finance & HR Office under the direction of the Assistant to the Finance & HR Manager. The role will be varied and will include ordering goods, paying invoices and liaising with budget holders to achieve best value for the College. The role will also undertake administration of school trip expenditure.

Communication skills will be needed. This role will include working with colleagues across the college, parents and students.

You should be professional and have good IT skills including Microsoft Word and Excel. Previous experience of working in a school environment would be beneficial. Knowledge of Arbor, Arbor Finance and PFM would be advantageous but not essential as training will be given.

Please contact Jane Barber, Assistant to the Finance & HR Manager for further details and an informal discussion about the vacancy at jbarber@heathfieldcc.co.uk

Please see our website for an information pack and application form. Alternatively please request an application pack from jobs@heathfieldcc.co.uk

Closing date: Please complete and return your completed application form to jobs@heathfieldcc.co.uk by midday on Friday 4 October 2024 at the latest.

Start date: ASAP

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Successful applicants will need to undertake, or currently hold, a DBS enhanced clearance for this authority.