

The Church of England  
Dioceses of Durham and Newcastle  
Joint Education Team  
North Shields

**Finance Assistant**

Salary FTE £19,322 per annum (pro-rata)

Term Time only

Start date – September

Hours flexible: Minimum 3 days equivalent per week

Full Time available for a candidate who is also willing to take on some administrative duties

**Are you interested in a career in finance?**

**Are you looking for a change, a new career opportunity with flexible working, or to return to work?**

**Why not join our education team as our Finance Assistant?**

We are currently looking for a Finance Assistant to join our joint education team in September. Working directly with the Bursar, you will be supporting the efficient and effective administration of the organisation which is dedicated to serving the interests of Church of England schools across our two dioceses.

Based in North Shields, we offer flexible hours within term time for the right candidate and a full training package. This is a full-time post with administrative responsibilities, but we would also consider applications from candidates who are interested in working at least 3 days equivalent per week with negotiable start and end times in finance only.

**For further details and an application form please contact**

Mrs Eileen Bell, Church House, St John's Terrace, North Shields, NE29 6HS

Tel: 0191 270 4141 / Email: [eileen.bell@drmnewcanglican.org](mailto:eileen.bell@drmnewcanglican.org)

Closing Date: 12 noon Friday 1 September 2023

Interviews: w/c Monday 4 September 2023

<b>JOB TITLE:</b>	Finance Assistant (plus admin support for a full-time candidate)
<b>JOB SUMMARY:</b>	Provide a comprehensive financial support service to the Joint Education Team (term Time only) for the equivalent of 3 days per working week (at least 22.2 hours) with the option of an additional 2 days equivalent per week
<b>LOCATION:</b>	Church House, St John's Terrace, North Shields NE29 6HS
<b>ACCOUNTABLE TO:</b>	Bursar
<b>KEY RELATIONSHIPS:</b>	Joint Education Team, Newcastle Diocesan Education Board, Durham Diocesan Education Board, colleagues at Church House.

**MAIN DUTIES AND RESPONSIBILITIES:**

- Ensure that all financial transactions on behalf of the Joint Education Team (purchase ledger, sales ledger, bank reconciliations) are carried out correctly in a timely manner, and that journals and reconciliations are done on a daily or monthly basis in accordance with the finance schedule.
- Provide support to the Bursar for the delivery and project management of Church School capital Funding (LCVAP).

Plus for a full-time candidate:

- Provide general administrative support to two members of the education team when required
- Provide general support to the administration team

**This job description does not form part of your contract of employment.**

**PERSON SPECIFICATION:****ESSENTIAL**Technical

- To hold (or be willing to train to) NVQ level III in finance or able to demonstrate equivalent experience;
- To be computer literate, able to use Microsoft office, and other database packages;
- To develop and maintain efficient and effective office systems, including filing and retrieval of papers and electronic data and database management, to enable matters to be dealt with rapidly and to meet required deadlines;
- To be able to demonstrate a good standard of written English, high degree of accuracy and attention to detail;
- To be able to solve problems and make decisions within delegated authority levels;
- To be able to demonstrate good organisation skills, ability to prioritise key tasks and responsibilities;
- To be able to work in a confidential environment and demonstrate respect for the values of the organisation

Behavioural

- To build productive and harmonious relationships, working effectively as part of a team;
- To provide one to one support using an understanding and supportive approach;
- To be honest, trustworthy and reliable;
- To be enthusiastic and self-motivated;
- To work with minimum supervision once induction training is complete;
- To work flexibly and prioritise tasks to meet deadlines;
- To have empathy with the mission and values of the Church of England and Boards of Education.

**DESIRABLE**

- Previous experience of preparing correspondence, reports etc
- Previous experience of working in an accounting environment, in particular able to demonstrate a working knowledge of sales and purchase ledger and bank reconciliation (note: training will be given with systems as part of the induction process)

For a full time candidate with administrative responsibilities:

- Previous experience of providing administrative support desirable
- Ability to prepare newsletters and other documents as required  
Ability to arrange meetings, provide supporting materials as required, and support the organisation of training events.

If you have any queries regarding the post please contact Eileen Bell at [eileen.bell@drmnewcanglican.org](mailto:eileen.bell@drmnewcanglican.org) after 17<sup>th</sup> July 2023.