

Finance - HR Officer

The Viridis Federation of Orchard, Southwold and Hoxton Garden Schools is looking to recruit a Finance - HR Officer with relevant schools experience to work within the schools' finance team under the supervision of the School Business Manager and the Senior Finance Officer.

Working Hours/Weeks: 42 weeks per annum. 36 hours a week.

(SC5 pt. 22-25 £24,618.00 - £26,658.00)

Actual Salary £22,899.00 - £24,797.00

You will be required to work flexibly in a high pressure environment with many competing demands.

The Viridis Federation of Orchard, Southwold and Hoxton Garden Schools are a federation of three welcoming multi-ethnic schools, serving a culturally and linguistically diverse community.

We are looking for someone who is numerate, flexible and has a desire to work under the direction of the Federation Business Manager to ensure a cohesive and skilled finance service. We offer support, training & development in this role.

Applicants for this post should demonstrate proven skills and abilities in finance data entry, have an understanding of processing confidential personnel tasks and possess excellent communication skills.

The successful candidate will have good ICT skills, including knowledge of Microsoft Word, Excel and database packages. The ideal person will be flexible, well organised, good with time management and a team player, you must have an eye for detail and be willing to learn and develop through work related training. We welcome applications from enthusiastic, motivated candidates with excellent interpersonal skills. Previous school experience and experience of SIMS and Finance packages an asset.

The Viridis Federation of Orchard, Southwold and Hoxton Garden Schools is able to offer a friendly, supportive staff with great opportunities for professional development.

For further information, an application form or to arrange a visit please contact the school at recruitment@vs.hackney.sch.uk or call Beverley Shore (School Manager) on **0208 8065201**.

The post is intended to start or as soon as possible.

**Closing date for application is: Tuesday 26th February 2019 at 12.00pm.
Interviews will take place on Monday 4th March 2019.**

<http://viridis-schools.co.uk>

Regretfully, due to an anticipated high number of applications we are unable to respond to all applications directly and if you have not been contacted within a week you have not been successful on this occasion.

Successful candidates will be asked to apply for an Enhanced Disclosure from the Disclosure and Barring Service. Further information about the disclosure can be found at www.crb.gov.uk and in the application pack.

Executive Headteacher: Mr Stephen Hall

Orchard Primary School, Holcroft Road, London E9 7BB Tel: 020 8985 7785, adminorchard@soschools.hackney.sch.uk, www.orchard.hackney.sch.uk

