



turn IT on
Connecting schools and technology

tel: 01865 597620

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email: office@turniton.co.uk

post: 7 Elm Place, Eynsham, Witney, Oxfordshire, OX29 4BD

Financial Consultant (Bursar Support)

Buckinghamshire

£23,000 - £27,000 FTE

Term time only

About

Turn IT on is an independent innovative company providing hands-on ICT and computing support to around 500 primary and secondary schools by consultants and staff who understand teaching. We currently support schools in Oxfordshire, Buckinghamshire, Wiltshire, Hampshire, Surrey and London. Turn IT on employs over 100 staff with offices in Oxfordshire, Princes Risborough and London. We have been expanding steadily over the past 14 years and have no intention of slowing down and as a result we are looking for Financial Consultant in the Buckinghamshire region.

The role

The Successful applicant will provide high quality financial and system advice to our customers. The post holder will be joining a professional team of experts, working independently in a variety of schools and academies with an expectation to use their own initiative. There will be an expectation to perform this role within maintained, academy or free schools. This role is likely to be utilised across a variety of schools or academies.

The Successful applicant will be an excellent communicator with a proven record of financial and administrative management and must be highly computer literate.

Responsibilities to include:

- Maintain a good working knowledge of computerised financial and MIS systems, including FMS and SIMS and any other relevant school software as required. Responsibility for continued development in system changes with an enthusiasm to learn new systems
- Carry out all finance tasks for the school, as required, in accordance with the school's contract
- In addition to finance systems, depending on the school's contract, there may be a requirement to assist in the day to day operations of a school. This may include HR Management and Premises Management
- Provide additional support to schools including Personnel, reconciliation, School Fund Management and equipment register where required
- Develop and maintain a working knowledge of the Schools financial value standard (SFVS)
- Provide an efficient help line service to schools when based in the office ensuring all calls are logged
- Maintain accurate records ensuring that all information relating to schools is kept confidentially and is filed appropriately
- Ensure that information is communicated to the department team leader for additional work carried out in schools over and above the school's contract in order for the invoices to be raised



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- Recognise potential problems in schools so that these may be highlighted in order that appropriate action can be taken.
- Work collaboratively with schools, for the benefit of all, when issues arising have potential implications for others
- Be accountable for their work to the Headteacher, Governing Body, Finance and Business Manager or Operations Director
- Build and maintain strong relationships with individuals across the schools, anticipating and managing concerns, and ensuring key people are engaged
- Identify new opportunities within the Education Sector and cross sell other services that we can provide
- Provide support and advice to other team members as required
- Attend and contribute to all team/office meetings

This role will be a combination of working in designated schools as well as the [turn IT on](#) office.

In return, we are offering a competitive salary on a term time only basis for either 3 or 4 days, Pension scheme, Eye care voucher scheme, Employee Assistance Programme and Childcare Voucher Scheme.

To apply please send an up to date CV along with a cover letter to recruitment@turniton.co.uk

Turn IT on is committed to safeguarding and promoting the welfare of children and young people and expects all employees to share this commitment.