

turn IT on

Connecting schools and technology

Senior Financial Consultant (Bursar & FMS Support)

Buckinghamshire

£25,000 - £30,000 FTE

Part Time, 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 approximately 100 staff with offices in Oxfordshire, Princes Risborough and London. We have been expanding steadily over the past 15 years and have no intention of slowing down and as a result we are looking for a Financial Consultant in the Buckinghamshire region.

The role

This role will provide a high quality financial support to schools within Buckinghamshire. 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 across Buckinghamshire.

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

Responsibilities to include:

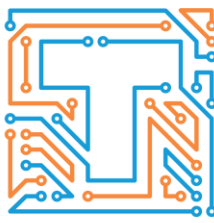
- Delivering a high-quality bursar service to schools, including but not limited to
 - Day-to-day management of all financial tasks
 - Monthly Reconciliation
 - Preparing and monitoring budgets
 - HR and Premises management
 - Review and update policies
 - Understanding of SFVS
 - Liaise with school governors and LA's
- Strong understanding 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.

tel: 01865 597620

web: www.turniton.co.uk

email: office@turniton.co.uk

post: Wittas House, Two Rivers, Station Lane, Witney, OX28 4BH



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- When office based provide an efficient support service to schools, providing 2nd and 3rd line telephone support in all aspects of FMS and SIMS Personnel
- Assist in the co-ordination, implementation, production and delivery of MIS training programmes, using a variety of techniques, including formal training delivery, seminars, on-site training and workspace sessions
- Provide support and advice to other team members as required
- Advise and guide schools on school improvements/processes whilst promoting effective use of the school's MIS systems.

This role will primarily be based on-site at schools with the expectation of being office based part of the time.

In return, we are offering a competitive salary negotiable depending on experience on a part-time, term-time only basis. 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.

'Happy to talk flexible working'

The personal data you provide in your application and as part of the recruitment process will only be held and processed for the purpose of the selection processes of **turn IT on** and in connection with any subsequent employment or placement unless otherwise indicated. For further information on how **turn IT on** handles personal data please refer to www.turniton.co.uk/joinourteam.

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