



# turn IT on

Connecting schools and technology

**MIS Finance Support Assistant**  
**Princes Risborough**  
**£19,000 - £23,000**  
**Term time only (hours negotiable)**

## 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 15 years and have no intention of slowing down and as a result we are looking for an MIS Finance Support Assistant in the Buckinghamshire region.

## The role

The MIS team are seeking a MIS Finance Support Assistant/Junior Finance Consultant to deliver a quality financial support service to schools. The post holder will be joining a professional team of experts, working as part of the office-based team at Princes Risborough. Experience of using FMS and working in a busy school office are essential. Knowledge of SIMS Personnel and other finance software packages would also be desirable.

## Responsibilities to include:

- Provide 1<sup>st</sup> line telephone and remote support to staff within schools on FMS
- Log calls and requests and update appropriately, keeping customers informed of the status of their call
- Escalate issues to Capita as required and monitor status
- Keep schools and Team Leader regularly informed of progress of their case
- Keep abreast of new software developments and inform schools
- Assist in the co-ordination of training, preparing booklets and supporting colleagues in the delivery of courses
- Assist in the production of support documentation

There will be an opportunity to deliver training and provide on-site finance services to schools after the appropriate training and for the right candidate with structured progression to Consultant level.

Due to the nature of our business and customers the successful candidate will be subject to an enhanced DBS check.

In return, we are offering a competitive salary on a term time only basis (hours negotiable), Pension scheme, Eye care voucher scheme, Employee Assistance Programme and Childcare Voucher Scheme.

tel: 01865 597620

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email: [office@turniton.co.uk](mailto:office@turniton.co.uk)

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



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To apply please send an up to date CV along with a cover letter to [recruitment@turniton.co.uk](mailto:recruitment@turniton.co.uk)

To view our Recruitment Privacy Policy please visit the [www.turniton/jointheteam.co.uk](http://www.turniton/jointheteam.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'***

**(No agencies please)**

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