

turn IT on

Connecting schools and technology

MIS Financial Consultant
Princes Risborough
£23,000 - £28,000 FTE
Full 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 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 a MIS Financial Consultant in the Buckinghamshire region.

The role

To provide high quality financial and system advice to our customers. The post holder will be joining a professional team of experts, working as part of the office based team or occasionally on-site in a variety of schools and academies with an expectation to use their own initiative.

Responsibilities to include:

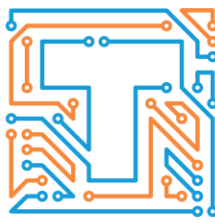
- Provide a one-stop shop for telephone support and assistance on schools' MIS Finance software to staff within schools
- Log all queries and requests into the Staff Portal helpdesk system to ensure appropriate tracking and reporting
- Keep schools or Team Leader regularly informed of progress if a case has been logged or data sent to software supplier
- Test and implement new MIS products and upgrades
- Support the configuration and update of MIS systems in schools, working with colleagues across the company as required
- Keep abreast of new developments in software and keeping schools informed
- 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
- Advise customers on the appropriate training and the relevant medium of delivery
- Advise and guide schools on school improvements/processes whilst promoting effective use of the school's MIS systems.
- Develop and maintain high quality support documentation

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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- Supplement Finance Services Team during busy periods by providing Finance Services on site at schools

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 full-time, term time only basis (negotiable as part time will be considered) 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

To view our Recruitment Privacy Policy please visit the 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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