



**BERKSHIRE SCHOOLS  
TRUST**

Berkshire Schools Trust, 121-147 Orts Road, Reading, RG1 3JN

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## **Finance Administrator Berkshire Schools Trust**

Employer: Berkshire Schools Trust

Reference: N/A

Closing on: Monday 10th December 2018

Working Pattern: 25 hours per week term time (including inset days).

- Plus 1-2 days in school holidays

Required: ASAP

Salary: £20,541 - £23,111

DBS Check: Enhanced

Location: Reading

Based at the Trust Offices in New Town Primary School in East Reading (with travel to local schools within the Trust), this new role represents an exciting opportunity for a motivated individual to support the operation and development of financial practice across the Trust. Reporting to the Trust Finance Manager, with close relationships with the School Finance Managers, you will be responsible for a wide range of routine finance tasks including data input, report preparation, order processing and stock control. There is also the opportunity to undertake some financial analysis and develop your skills in this area, with support from finance professionals.

There is no requirement for previous experience in the education sector, and the Trust is committed to investing in development for the right candidate by providing training on internal processes and systems. You will have worked in an accounting environment previously and a strong working knowledge of excel is a must as is the ability to communicate effectively and build strong relationships. You will be used to working with a diverse range of stakeholders and will be adept at adapting your communication style accordingly.

Closing date: Monday 10<sup>th</sup> December 2018 12:00 noon

Interviews: 18/19 December 2018

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS will be sought from the successful candidate.

**How to Apply: Please request an application form from**  
[hradvisor@berkshireschoolstrust.org](mailto:hradvisor@berkshireschoolstrust.org)

[www.berkshireschoolstrust.org](http://www.berkshireschoolstrust.org)