



The Board of Trustees of Hollywood Steiner School are inviting applications from an outstanding and innovative Finance and Admin Officer to join the school team during an exciting period of development and change.

Post: Finance and Admin Officer

Start Date: November 2022 (or as soon as possible thereafter)

Contract: Temporary, Part-time position Approx 20hrs per week, initially for 6 months

Salary: £20,475 per annum pro rata (dependent on experience) + workplace pension

Generous holiday allowance: 30 days (pro rata) plus bank holidays. Due to the nature of our business 2 weeks must be taken at Christmas, 1 week at Easter, with the remaining days flexible during non-term dates.

About The School

Hollywood Steiner School was founded in 1975, Our beautiful campus overlooking Belfast Lough is situated five miles east of Belfast in Hollywood, County Down. We are a mainstream independent, co-educational school, welcoming students from ages 3-17. We deliver the Waldorf curriculum and are members of the Steiner Waldorf Schools Fellowship, the representative body of Steiner Waldorf schools in the UK.

The school prides itself on delivering a curriculum that enables the pupils to build successful lives on foundations of active learning, experiences and resilience. Our focus is on developing each child or young person to maximise their abilities in the widest sense. We use imaginative methods to foster a love of learning and the skills that are fundamental for their future. The school has recently been inspected by the Education and Training Inspectorate and received a very positive report.

The Role

This is an exciting opportunity to join a local charity as a Finance Administrator. We are seeking a candidate who is proactive with a strong financial focus, who takes pride and ownership of their work and has excellent IT skills and attention to detail.

Days and hours of work are flexible and to be agreed (Approx. 20 hours per week). Initially additional hours may be required / granted to become familiar with systems and procedures.

This role is based at the school and free parking is provided.

This role will be supported by an external accountant, giving the opportunity for advancement and growth within the finance function.

Through access to professional development and mentoring we will support you in your bid to be exemplary in your role. We will encourage you to seek out and engage with numerous and varied opportunities to progress more, learn more and collaborate more.

Main Duties and Responsibilities

- Raise sales invoices using Sage software.
- Prepare supplier statement reconciliations and payment runs.
- Communicate with customers (mainly parents) via email or telephone, and record details of all customer contacts within Sage.
- Weekly review of aged debt and resolution of customer queries.
- Issue of monthly statements and credit control.
- Planning, organisation and management of your own workload to ensure your contribution to the monthly financial reporting process in a timely and accurate manner.
- Reconciliation of bank accounts.
- Process monthly payroll
- Completion of payroll related nominal reconciliations on a monthly basis.
- Timely and accurate filing.

The duties and responsibilities above are not exhaustive and are an indication of the duties of the role. A more detailed list will be provided to those candidates selected for interview.

About you

Essential Skills and Experience

- Minimum of 1 years' experience in a finance or administrative role
- Proficient in the use of Microsoft Office, including intermediate or advanced Excel Skills
- Experience of the payroll process
- Experience of Sage 50 Accounts
- Experience of Sage Payroll software

Desirable

- Experience of purchase and sales ledger
- Part or fully qualified Accounting Technician
- Dealing and resolving customer queries

Personal Specification

- Self starter with strong inter-personal skills, excellent written and verbal communication skills and the ability to drive change
- Commitment to working efficiently and accurately
- Good analytical ability
- Flexible approach to work and the ability to work effectively within a team.

How To Apply

We welcome applications from those that have the skills and experience to make a significant impact on our students and our school community.

Application is by CV and covering letter

The covering letter should outline how your experience and skills fulfill the essential (and desirable) criteria for this position.

Applications should be sent to recruitment@hollywood-steiner.co.uk

Incomplete applications and those without an adequate covering letter will not be considered.

Closing Date for applications is 5pm on Tuesday 29th November 2022

Interviews: It is hoped that interviews will take place on the **6 December 2022**

Disclosure of Criminal Background

The Hollywood Steiner School is committed to the safeguarding of children and young people and any offer of appointment will be subject to a successful Enhanced Disclosure of Criminal Background. Please note that you will be expected to meet the cost of an Enhanced Criminal Disclosure Certificate (currently £33).

The Hollywood Steiner School is an Equal Opportunities Employer