

**Finance & HR Administrator**

Band G

Permanent contract

Start date: as soon as possible

37 hours per week (full time)

James Montgomery Academy is a rapidly growing multi-academy trust with schools based in Rotherham and Doncaster. To support the next phase of growth the Trust is looking to appoint an experienced Finance & HR Administrator to play an active role in the Central Team.

The ideal candidate will have previous experience of working in the education sector and knowledge of the academy regulatory framework. Experience of using finance, HR and payroll systems is a must.

For an informal discussion about the role please contact Peter Haynes on (01709) 763905 or email [phaynes@be.jmat.org.uk](mailto:phaynes@be.jmat.org.uk)

**Closing date:**Application forms should be completed and returned by Friday 2nd October at 5.00 pm.