



# **Finance and Administration Officer**

**Recruitment Pack  
August 2025**

For every child, for every school, for the future of our region.



Dear Candidate,

Schools North East is approaching its 20th year as the region's dedicated, independent voice for schools. Over that time, we have grown into a highly successful, dynamic, and influential charity, representing over 1,150 member schools in the North East and 400 specialist schools nationally. Our reputation as the Voice of North East Schools is firmly established – trusted by our members, respected by policymakers, and recognised nationally.

We are now entering the next phase of our journey. The educational, political, and economic landscape is shifting rapidly, and we are determined to ensure that the region's schools not only adapt but thrive. To do this, we are expanding our team and we are seeking an experienced Finance and Administration Officer to support the Business Manager. This is an exciting opportunity for a highly organised, detail-focused professional who will play a vital role in keeping our organisation running smoothly and efficiently.

We invest in our staff, offering tailored CPD opportunities to help you grow and develop in your career. You'll have the chance to gain further finance skills, develop your use of CRM and accounting systems, and work closely with experienced leaders who can support your professional progression.

Joining Schools North East is not just about taking on a role, it's about taking a personal part in moving a respected, high-impact organisation to the next level of success. You will be joining a small but highly committed team with a big voice, a strong track record, and the ambition to do even more for the schools and communities we serve.

If you are this person we look forward to hearing from you.

Yours sincerely,

Chris Zarraga  
Director, Schools North East



If you would like an informal conversation about this role please email Pauline Aitchison, Deputy Director: [p.aitchison@schoolsnortheast.com](mailto:p.aitchison@schoolsnortheast.com) to arrange a suitable time.

# Finance and Administration Officer



Salary:	Band 2 – £26,118 - £30,392, depending on experience
Location:	Central Newcastle (with flexibility to work from home on Fridays)
Hours:	Full-time, 36 hours per week
Holidays:	30 days plus Bank Holidays
Reports to:	Business Manager
Closing Date:	5pm Wednesday 27 August 2025

To apply: Please submit your full CV, clarifying any gaps in employment, along with a cover letter clearly linking your skills and experience to the job description and person specification to: [recruitment@schoolsnortheast.com](mailto:recruitment@schoolsnortheast.com), FAO Lindsay Gerencser

## Key Responsibilities

### Finance Support

- Raise and issue invoices using accounting software.
- Process incoming receipts and reconcile transactions.
- Monitor and chase outstanding payments (credit control).
- Maintain up-to-date and accurate financial records.
- Provide first-line responses to finance-related queries from internal and external stakeholders.

### Membership and CRM Administration

- Process membership renewals and maintain accurate records.
- Administer Jobs in Schools | North East subscriptions as part of our offer to schools.
- Update and maintain the CRM system.

### Office and Administrative Support

- Provide general administrative support to the Directors, Business Manager and wider team.
- Assist in maintaining shared files, records, and supplies.
- Support arrangements for internal meetings, documentation, and systems improvements.
- Work flexibly as part of a small team, undertaking tasks as needed to help deliver SNE's aims.



## Person Specification

(A – Application, I – Interview, T – Task)

### Essential

- Experience in a finance or finance-administration role, including invoicing, reconciliations, and credit control (A, I).
- Confident user of Sage 50 (or similar accounting software) (A, I).
- Good understanding of accounting processes and procedures (A, I).
- Experience in an administration role and dealing with enquiries promptly (A, I, T).
- Strong IT skills, including Excel, Word, with accurate keyboard skills (A, I, T).
- Good organisational skills with the ability to prioritise and manage high-volume workloads (A, I).
- Strong communication and listening skills, with a calm and professional approach (I).
- Ability to work under pressure, meet deadlines, and adapt to changing priorities (A, I).
- Able to work effectively with minimal supervision, showing initiative and responsibility (A, I).
- Good analytical and problem-solving skills (A, I).
- Awareness of GDPR and ability to apply it in practice (A, I).

### Desirable

- Finance-related qualification (AAT Level 2 or above, or equivalent) (A, I).
- Experience working in an education or membership organisation (A, I).
- Experience working with CRM systems (A, I).
- Interest in education in the North East region (A, I).