



Finance and Administration Officer

**Recruitment Pack
November 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 a Finance and Administration Officer to support the Business Manager.

This is an excellent opportunity for someone who has a foundation of experience in finance and/or administration and is ready to take the next step in their career. You will be comfortable with both numbers and detail, as well as keeping systems, processes, and records organised. This role is split roughly 50/50 between finance and administration, so it will suit someone who enjoys a varied workload and is happy moving between financial tasks and general office responsibilities.

We invest in our staff, offering CPD opportunities to help you grow. You'll have the chance to gain further finance skills, develop your use of CRM and office 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.

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 to arrange a suitable time.

Finance and Administration Officer



Salary:	£23,725 - £30,392, depending on experience
Location:	Central Newcastle (with flexibility to work from home on Fridays)
Hours:	Full-time or part time
Holidays:	30 days plus Bank Holidays
Reports to:	Business Manager
Required:	As soon as possible

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

Key Responsibilities

Finance Support (approx 50%)

- 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 and prepare reports as required.
- Provide first-line responses to finance-related queries from internal and external stakeholders.

Office and Administrative Support (approx 50%)

- Provide day-to-day administrative support to the Directors, Business Manager, and wider team.
- Manage incoming enquiries (telephone/email), ensuring they are dealt with promptly and professionally.
- Maintain shared files, records, and office supplies, ensuring information is accurate and easy to access.
- Support internal and external meetings, as required.
- Process membership renewals, and administer Jobs in Schools | North East subscriptions as part of our offer to schools.
- Update and maintain accurate CRM records.
- Contribute to the smooth running of office systems and help implement improvements.
- Undertake data entry, monitoring, and reporting to support wider organisational projects.
- Provide cover and flexibility across the team when required.



Person Specification

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

Essential

- Some experience in a finance or administration role (e.g. invoicing, reconciliations, customer service, or office systems) and a willingness to develop further (A, I).
- Strong IT skills, including Excel and 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 attention to detail, analytical skills, and accuracy in handling data (A, I).
- Awareness of GDPR and ability to apply it in practice (A, I).

Desirable

- Knowledge of Sage 50 (or similar accounting software) (A, I).
- 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).