



THE ORCHARD

Financial Administrator required, circa 6 hours per week (term time only)

The Orchard Pre-school in Little Milton is a high quality pre-school, located in a peaceful village setting. We are actively looking for a Financial Administrator to join our friendly team on a permanent basis. The role will be required for circa 6 hours per week, which can be worked flexibly.

The successful applicant will have:

An understanding of bookkeeping, invoicing, reconciliations and journals
Knowledge of administrative processes and procedures
Strong IT skills and be confident using computerised systems
Previous proven experience as either an administrator or within a finance function
Good communication skills- good command of spoken and written English.

In return you will gain;

Competitive salary with training opportunities
An excellent working environment in a well-resourced pre-school working with a dedicated staff team.

For a full job description please contact vacancies@theorchardpreschool.co.uk

The deadline for completed applications is 20th May 2016.