

Data Entry Clerk
£16,382.14 - £16,709.82 per year
Full time
Permanent

A great opportunity for flexible working

36.25 hours per week over five days, working school term time and 3 weeks. Alternative working hours and arrangements will be considered and should be raised at interview.

Are you ready to apply your finance and data entry skills and experience to a unique opportunity?

Bright Futures Educational Trust is seeking an exceptional Data Entry Clerk to join Bright Futures' Finance department to support the purchase ledger team by processing orders and invoices across the Trust. By providing an efficient and cost effective finance service this role enables schools to focus on teaching and learning and make the most of the resources available. You will be fully supported by an experienced and successful team.

We are looking for a Data Entry Clerk who is...

- exceptionally well organised with excellent time management skills
- ambitious with a determination to succeed
- an effective communicator
- a team player

Think this could be you?

We offer a great place to work and we are an organisation which really lives its values of community, integrity and passion.

You will find full details of the post and Bright Futures in the comprehensive information pack on our website: <http://bfet.co.uk/vacancies/>.

The link to the application form can also be found here: [Data Entry Clerk Application Form](#)

How to apply for the post is also contained in this pack and the closing date is 12pm (midday) on Friday 1st October 2021. Selection will take place on Friday 8th October 2021.

Bright Futures Educational Trust is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be carried out and references will be sought for shortlisted candidates and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.