



# Recruitment Pack

**Technical  
Finance Support  
Analyst  
Up to £30k +  
benefits**

**April 2024**

# Welcome

Thank you for your interest in joining our team! We're thrilled that you've discovered us and are eager to share more about this exciting role.

SAAF Education is a market-leading provider of business support services in the education sector. Our services include finance consultancy, payroll, HR, supply & recruitment, and internal scrutiny support. We're a key strategic partner to over 600 schools, academies, and trusts.

Our mission is clear: to alleviate the burden on school business leaders by providing tailored support that supports them every step of the way. By streamlining processes, we empower educational leaders to focus on educational excellence and pupil care.

But we're not content to simply maintain the status quo. Continuously adapting, learning, and attentively responding to the needs of our clients, we've become the preferred choice for many institutions - and our ambition is to be the ultimate choice for all.

Central to our success is our belief that people are the cornerstone of our vision. We understand that success can be achieved with the support of an exceptional team.

## Why SAAF?

At SAAF, we're dedicated to sharing our expertise with schools, academies, and trusts. To do this, we require a strong and talented team. We've shaped an open, positive, and collaborative culture which will allow you to flourish and develop.

[Read more about us](#)

## Our Values



**Customer-  
centric**



**Act  
ethically**



**Proactive**



**Trailblazers**

# Technical Finance Support Analyst JD

## Role Summary

SAAF Education is looking for a Technical Finance Support Analyst to join our technical support team, aiding in our growth to meet rising demands.

We're looking for a skilled team player with effective communication skills, dedicated to providing technical support to schools and academies. This position involves addressing day-to-day finance and technical enquiries, configuring finance systems, and managing advanced/bespoke system security.

The role entails overseeing the technical finance helpdesk, as well as planning and executive system projects for clients. While qualifications are important, we value passion, and a solution-orientated mindset.

If this sounds like a good fit, we want to hear from you!

## Key Responsibilities

- Oversight of the finance helpdesk.
- Supporting and supervising the Technical Assistant and providing guidance on responding to client enquiries.
- Supporting clients with finance and technical queries - from day-to-day queries, and posting queries to bank reconciliation, VAT processing, and software support.
- Implementing and reviewing 'how-to user guides' for the helpdesk knowledge base.
- Supporting clients with finance software configuration, setting up new users, and remodelling software security settings.
- Assisting clients with nominal and ledger maintenance and advising on best practices and the 'SAAF Standard'.

## Person Specification

- Level 2 or equivalent in maths and English.
- Degree in Computer Science or qualified by experience.
- Able to drive and have access to a vehicle.
- Strong interpersonal and excellent verbal and written communication skills.
- Strong IT background, with technical knowledge of multiple systems e.g., IRIS Financials, Sage, Cintra, Civica, etc., with the ability to transfer skills from one package to another.

# Technical Finance Support Analyst JD

- Highly skilled in using Microsoft business applications including Excel and Microsoft reporting services.
- Experience with SQL servers, finance system workflows, systems configuration, and importing to and from finance systems.
- Ability to work under pressure, meet deadlines and self-manage.
- Attention to detail and excellent analytical skills.
- Ability to explain complex information using simple language.
- Professional and positive attitude.
- Willing to go the extra mile to succeed.

## Benefits

- Flexible working and working from home.
- 24 days of annual leave plus bank holidays, rising to 30 plus bank holidays depending on length of service.
- Professional development opportunities.
- Electric Car Salary Sacrifice Scheme.
- Employee Assistance Programme - providing mental health & wellbeing support.