

Finance Assistant

16 hours per week, term time only
Monday – Thursday, 9.00 am – 1.00 pm
Grade 14 £17391 - £18672 per annum pro rata
Starting Salary £6220

An exciting opportunity has arisen for an enthusiastic, conscientious and self-motivated finance assistant to join our busy finance office. You will be experienced in computerised financial administration systems and recent experience with Microsoft Office. You will have excellent administration skills, be well organised and methodical with great interpersonal skills and a “can do” attitude.

Key tasks will include the day to day operation of processing purchase orders and invoices and administration relating to the Academy’s finances, health and safety and compliance. The Kings of Wessex provides an induction programme and on-going training.

Candidates will need to demonstrate the following:

- Ability to work in a fast-moving environment, often with conflicting priorities
- Excellent levels of accuracy whilst complying with internal controls
- Outstanding interpersonal skills and be able to communicate with staff, colleagues and suppliers
- Previous experience in a finance and administration role

Closing date: Monday 11 March 2019 – 8.00 am

Interview date: Monday 18 March 2019

To apply for this position, please complete a support staff application form, (which is available on our website), together with a letter of application for the attention of Mr G Ball (Executive Head Teacher). Your letter should be no more than two pages of A4, detailing your experience to date and why you are the best candidate for the position. Completed applications should be returned by post or by email to jobs@kovessex.co.uk

This post requires a criminal background check via the Disclosure Procedure