

Finance Assistant

Required As Soon As Possible

16 hours per week, term time only

Monday – Thursday, 9.00 am – 1.00 pm

Grade 14 £19264 - £20043 per annum pro rata

Starting Salary £6920

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

Kings of Wessex Academy is a successful upper school situated in the heart of Cheddar. We currently have 950 pupils on roll from Year 9 to Year 13. As a member of the Wessex Learning Trust, we work collaboratively and believe in empowering our staff to grow and take the lead. Across all our schools, we work together, share staff – and share expertise.

To apply for this position, please complete a support staff application form, (available on our website), together with a letter of application for the attention of Mr David Wiltshire, Headteacher. 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 email to jobs@kovessex.co.uk or by post to the school for the attention of Mr D Wiltshire.

Closing date: Monday 6 June 2022 – 8.00 am

Interview date: TBC

This post requires a criminal background check via the Disclosure Procedure