



Finance Assistant

Job Details

Salary Range: SCP 15 – SCP 17- FTE Salary £20,136pa -£20,472pa pro-rata salary £18,999pa - £19,316pa

Hours: 36 hours per week

Contract: Maternity Leave cover -Fixed Term contract -term time (including INSET days) plus 3 weeks during holidays

Staff Benefits: Free school lunch available, free membership to Perkbox discount scheme and 50% reduction of Benenden Health Care scheme subscriptions.

About the Role

Passion – Urgency – Positivity – Aspiration – Commitment (PUPAC)

We are looking for someone hard working, pro-active and reliable to join our busy Central Finance Team, based at our newly built Heathfield Academy. Duties will include posting of income and expenditure, submitting the VAT return, raising purchase orders, processing invoices and making BACs payments for all the academies within the Trust (currently 14 academies)

We believe that every member of staff can make a difference to the successful outcomes of pupils. We are therefore looking for someone who will embrace our PUPAC values and is committed to working with the wider organisation, in helping us achieve our mission and vision. So if you take pride in your work, can work well on your own, as well as part of a team, we would like to hear from you.

As part of the recruitment process, you will be expected to undertake basic tasks during the interview.

Please visit the Trust website (<https://www.stepacademytrust.org/>) for more information and to download the application form along with the Job Description and Person Specification.

Applications and supporting statements outlining how you meet the criteria listed in the Person Specification should be returned by email to Cheryl Gilbert:

recruitment@stepacademytrust.org

CVs will NOT be accepted.

Due to the expected high volume of applications, please note if you have not heard from us by 21st January 2019 it will mean that your application was unsuccessful on this occasion.

We are committed to the safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment. All posts are subject to an Enhanced DBS check and satisfactory references.

Tenable: 4th February 2019

Closing date: Thursday 17th January 2019 at 5.00pm

Interview: Tuesday 22nd January 2019

STEP Academy Trust is a charitable company limited by guarantee registered in England and Wales (registered number 7612865)

Registered office: Gonville Road, Thornton Heath, Surrey CR7 6DL