



**STEP Apprentice Junior Finance Officer**  
**Salary: £9,500 pa pro rata (£10,193 pa FTE)**  
**36 hours per week, term time plus 2 weeks**  
**Tenable: September 2021**

## **Passion – Urgency – Positivity – Aspiration – Commitment**

STEP Academy Trust is a growing Multi-Academy Trust, committed to improving the life chances of children. The Trust wishes to continue to expand our Finance Team and as such, we are looking to appoint an Apprentice Junior Finance Officer based in South London. This role is required to support the Trust as it continues its growth.

You will work closely with our Finance Team in a supportive, mission and values driven organisation. This is a role that will see the successful candidate learning how to provide financial administrative support to STEP Academy Trust. The successful candidate will work within the STEP Finance Team while studying towards Level 2/3 AAT or a Business Administrator apprenticeship.

We can offer you:

- Subsidised private health care with Benenden;
- A free school lunch when working in school;
- Free subscription to Perkbox discount scheme.

If after looking at the Job Description and Person Specification, you would like to contribute to the continued improvement of our Finance team, we look forward to hearing from you.

The Job Description/Person Specification and Application Form can be downloaded from the STEP website – [www.stepacademytrust.org](http://www.stepacademytrust.org) Completed application forms with supporting statements written in line with the person specification should be returned by email to our STEP Finance Team Leader and Treasurer, Denise Imbriani – [denise.imbriani@stepacademytrust.org](mailto:denise.imbriani@stepacademytrust.org)

**Applications will be considered upon receipt and successful candidates will be contacted for interviews.**

STEP Academy Trust believes that its workforce should reflect the local community and that all groups within the community should have equal access to the Trust's employment opportunities. We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age. Applicants must hold the right to work in the UK.

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

**CVs are not accepted**