



Finance and Administration Assistant

Salary: £19,698 - £20,493 pro-rated

37 hours per week, 41 weeks to include TD Days + 2 weeks per year. Permanent (Flexible hours may be considered)

Location: Based at Malmesbury School in Malmesbury. Travel to other schools may be required.

The Athelstan Trust is a successful and growing Multi-Academy Trust consisting of five secondary schools in Wiltshire, Gloucestershire and South Gloucestershire.

We are seeking to appoint an experienced Finance and Administration Assistant to join the Trust's busy Finance team. The role will be based at one site.

This role is diverse and will provide many opportunities to develop a wide range of skill sets to support your future career development.

Duties will include:

- Liaison with budget holders
- Inputting invoices from suppliers
- Setting up payment runs to suppliers
- Dealing with queries from suppliers
- Processing procurement card transactions

The ideal candidate will be enthusiastic, adaptable and experienced in finance.

The Trust is still in a growth phase and this role is likely to change over time as a result.

We are committed to safeguarding and promoting the welfare of students and expect all staff to share this commitment. The successful applicant will be subject to an enhanced DBS check.

The job description outlining the key responsibilities of the role including the person specification and application form are available on the Malmesbury School website www.malmesbury.wilts.sch.uk.

Candidates who would like to talk about this opportunity are invited to contact Rosemary Mobley, by email rmobley@malmesbury.wilts.sch.uk

Closing Date for Applications: Monday 1 November 2021

Interviews will be held on Tuesday 9 November 2021

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All staff are subject to disclosure and barring service clearance.

Caring, collaborative and excellent.

A charitable company limited by guarantee, registered in England & Wales, as The Athelstan Trust. Company No: 7699625