



Finance and Administration Assistant

Salary: £19,698 - £20,493 pro-rated

15 hours per week term time plus 2 weeks per year. (Flexible hours may be considered)

Location: Based at Sir William Romney' School in Tetbury. Travel to other Trust 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 Athelstan 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 Trust website www.theathelstantrust.org.

Candidates who would like to talk about this opportunity are invited to contact Debbie Anderson-Dixon, by email dandersondixon@theathelstantrust.org

Closing Date for Applications: Tuesday 14th December 2021 at 12 noon.

Interviews will be held on Thursday 16th December 2021.

The Athelstan Trust is an equal opportunities employer. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share in this obligation. The successful candidate will be required to undertake an enhanced DBS disclosure.

We are a flexible working employer and we are willing to make any reasonable adjustments you require during your interview so please ask us.

Caring, collaborative and excellent.

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