



## Finance and Administration Assistant

**Salary:** NJC SCP 7 – SCP 9 £20,443 - £21,269 pro-rated

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

**Location:** Based at Chipping Sodbury School. 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:

- Processing of purchase ledger invoices
- Assisting with operation of ParentPay
- Reconciling and uploading credit card statements
- Assisting budget holders with requisitions, orders and budget queries
- Dealing with queries from suppliers
- Counting of monies and banking

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](http://www.theathelstantrust.org)

**Candidates who would like to talk about this opportunity are invited to contact Laura Britton, by email [lbritton@theathelstantrust.org](mailto:lbritton@theathelstantrust.org)**

**Closing Date for Applications: Friday 5<sup>th</sup> August 2022 at 12 noon**

**Interviews will be held on: Monday 15<sup>th</sup> August 2022**

***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.**

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