

## **Finance Assistant**

Part time – Permanent 12 hours per week, term time only

Hours: Flexible to be worked in the office

Grade 4 £6285.47 - £6449.06 (pay award pending)

We are seeking a Finance Assistant to join our multi academy trust from September 2024 on a permanent part-time basis.

As the Finance Assistant you will be supported and line managed by the Head of Finance with regards to input of financial information, ensuring the academy's financial management is robust and procedures are adhered to.

The ability to manage and prioritise multiple workloads whilst maintaining positive working relationships is key to this role. Previous experience in a finance department, with the ability to evidence a finance/banking/accountancy background would be desirable.

We can offer:

- Competitive salaries and pay progression
- Access to extensive professional development opportunities

Great benefits including:

- AAT study support (available for the right candidate)
- Generous pension scheme
- A Cycle to Work scheme
- Competitive terms and conditions of employment

This is an exciting time to join the Central Team as we continue to build on our success. We are committed to staff development and all staff receive a full induction programme.

The role will be based at the Central Office, Abingdon Learning Trust, Hendred Way, Abingdon, OX14 2AW, and there may be a requirement to move across the different school sites.

As the Trust continues to flourish, your contribution and commitment will be part of that future. If you have any questions about the position, then please email [recruitment@abingdonlearningtrust.org](mailto:recruitment@abingdonlearningtrust.org).

### Safe Recruitment

Abingdon Learning Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of children and requires all staff to share this commitment. The successful candidate will be required to apply for a DBS check at an enhanced level.

Closing date: 27/06/2024

Interview date: Week commencing 01/07/2024.

Start date: 4 September 2024