

## **Preston Hedges Academy Trust Finance Assistant**

Closing Date:	Friday 14 <sup>th</sup> December 2018
Interview Date:	Week beginning Monday 7 <sup>th</sup> January 2019
Hours per week:	25 hours per week (Monday to Friday 9am – 2pm)
Weeks per year:	43 weeks, which includes 4 weeks holiday working plus teacher training days.
Pay Scale:	NJC Scale F, Points 16 to 18 £18,319 to £18,870 Full Time Equivalent– part time posts will be paid pro-rata

As part of our growing Trust, we are seeking to appoint a friendly and enthusiastic, organised and highly motivated individual to work within our Central Finance Team. The successful candidate will need to have good literacy and numeracy levels, excellent IT skills and enjoy working in a school environment. As a Finance Assistant, you will have responsibility for managing the Purchase Ledger and Sales Ledger. As a growing and changing organisation we are looking for someone who will respond positively to new challenges as well as the potential of more hours in the future.

The successful candidate will have excellent organisational and interpersonal skills and be able to prioritise, and maintain a high level of confidentiality. Experience in financial ledger processes and use to working to regular cycles of monthly deadlines will be advantageous. You will be required to be proficient in the use of all Microsoft applications.

As part of our commitment to safeguarding and promoting the welfare of children, the successful applicant will be required to undertake a health check, DBS check.

For further information, please download an application pack from our website.

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