

POSITION VACANT – FINANCE AND ADMIN ASSISTANT

HOLY TRINITY CE (A) PRIMARY SCHOOL

www.holytrinity-cuckfield.w-sussex.sch.uk

Finance Assistant

- 3 FULL DAYS PER WEEK
8.30AM - 3.30PM-
STARTING/END TIMES WITH
POSSIBLE FLEXIBILITY FOR
THE RIGHT CANDIDATE
19.5 HOURS PER WEEK
(TERM-TIME ONLY)
- POSITION SUBJECT TO
HEALTH CHECK AND
REFERENCES
- POSITION SUBJECT TO
CRIMINAL RECORDS CHECK
(CRB/DBS)

- WORKING IN PARTNERSHIP
WITH WEST SUSSEX COUNTY
COUNCIL AND THE
CHICHESTER DIOCESE

WE ARE LOOKING FOR A RELIABLE, MOTIVATED AND EFFICIENT FINANCE AND OFFICE ADMINISTRATION ASSISTANT TO JOIN OUR FRIENDLY STAFF TEAM

This is an exciting opportunity for you to join our school finance office team. The successful applicant will be an integral part of the team providing front-line service and advice to parents/carers, as well as undertaking key administrative duties and financial duties reporting to the Bursar. This is a fixed Term one year contract with the possibility of an extension for the right candidate. Applicants will work closely with the whole staff team. A successful candidate would need to be Excel proficient and meticulous with handling data and numbers.

**PLEASE ACCESS APPLICATION FORM AND DETAILS VIA THE
SCHOOL OFFICE OR WEBSITE**

Applications to be submitted to Mrs. A. MacGregor
(Headteacher) **by Tuesday 18th June**

Interview date: **Thursday 20th June**
(interview –paper and computer task)

Email applications ONLY please

Email : office@htprimary.co.uk

Start date: **Tuesday 3rd September or as close to date as possible**

Rates of Pay : G04.5 to G04.6 (full time annual gross equivalent range between £18,795 to £19,171)- Actual gross pro rata term time only and pro rata number of hours would be an annual range between £8,229 to £8,394 - Training and induction will be provided for the successful candidate.

Previous experience of working in office and finance setting is desirable but not essential.

