



VACANCY FOR A FINANCE ASSISTANT

Duxford Church of England Community Primary School
St John's Street
Duxford
Cambridge
CB22 4RA

Tel: (01223) 712108

e-mail: office@duxford.cambs.sch.uk

**Level 2-3 of the CCC administrative pay scales, depending on experience
12 hours per week, term time plus one week**

We are seeking to appoint a Finance Assistant to work as part of our friendly office team. The successful candidate will have excellent ICT, financial, interpersonal and communication skills. Experience in a school finance office would be great, but full training will be given for the right person.

We are looking for someone with the following attributes:

- The ability to work as part of a small office team, supporting other team members as necessary
- A good level of education and the ability to learn quickly
- Excellent organisational skills
- High levels of numeracy and accuracy
- A good understanding of the importance of confidentiality
- Initiative and the ability to build constructive relationships

We can offer you:

- A first step into school finance, working with a friendly and experienced team
- A job that fits with school hours
- The chance for progression for the right candidate

To find out more about the school please visit the school website:

www.duxford.cambs.sch.uk. For an informal chat about the position, please ask for Sarah Cahill, School Business Manager.

Visits to the school are encouraged and welcomed.

**Information packs from the school office: 01223 712108;
office@duxford.cambs.sch.uk**

The closing date for applications is Monday 26 November 2018. Shortlisted candidates will be invited for interview and these will be held week commencing 3rd December.

The offer of employment is subject to satisfactory pre-employment clearances (including the right to work in the UK), enhanced Disclosure and Barring Service check and satisfactory references.

Duxford Primary School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff to share this commitment.