



TRUST FINANCE ASSISTANT

Point 10 to 14 - £21,695 - £23484 pro rata.

We are seeking to appoint a colleague to join our administrative team in the role of Trust Finance Assistant. This role will be based at The Dean Academy but travel to other trust schools may be required. The Trust is still in a growth phase and this role is likely to change over time as a result.

As Trust Finance Assistant you will have experience of finance, ideally in a SAGE/School Finance System/SIMS environment but not essential as training will be given. Responsibilities will include placing orders, liaising with suppliers, banking, liaising with budget holders and school trips etc.

The role requires excellent ICT skills, a high level of accuracy and integrity. The successful candidate will be a highly effective team worker but with the ability to work independently. AAT qualification or working towards would be an advantage.

The post is term time only including inset days, 37 hours per week + 2 weeks in the holidays.

The Athelstan Trust is a successful and growing Multi-Academy Trust consisting of five secondary schools in Wiltshire, Gloucestershire & South Gloucestershire. We are committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. If successful in being called for interview, all candidates are expected to apply for an enhanced DBS before appointment is confirmed. References will be sought for shortlisted candidates before interview.

Closing Date: Thursday 14th July at 12 noon. Interview will be week commencing 18th July 2022.

Interested applicants should complete the application form along with a covering letter, no more than one side of A4 explaining why they want to join our team. Please send your completed application form and letter to Richard Brand, Headteacher. Alternatively, please contact Theresa Whatley, Head's PA on info@thedeanacademy.org should you wish to receive a paper copy.



The Athelstan Trust

