



Community Academies Trust, Tamworth

Finance Assistant

37 hours per week, Term Time plus 3 Weeks (42 Weeks Per Annum)

Scale E £17,391 to £18,672 plus excellent pension scheme per annum pro rata, actual salary £16,179 to £17,371

An exciting opportunity to join an enthusiastic team central team of a well respected multi-academy trust, supporting community schools.

The Directors of the Community Academies Trust wish to appoint a **Finance Assistant**. This is an exciting opportunity to join our finance team and you will be responsible to the Trust Accountant for processing orders and invoices ensuring that all relevant paperwork is correctly authorised, maintaining the asset/equipment register and other routine financial tasks.

Working closely with Senior Finance Assistant assisting with daily processing tasks and other daily procedures as required such as,

- Invoice Processing
- Payments - BACS
- Sales Invoices
- Sales Receipts
- Recording Assets
- Bank Statement Reconciliation/Charge Card
- Control Code Reconciliation

Undertake other general administration duties in the finance office eg photocopying, filing, e-mail etc as required, ensuring that deadlines are met and confidentiality of information is maintained at all times.

For more information visit: www.communityacademiestrust.org

Closing date for applications is: **Thursday 21st March 2019 at 9.30am**

Interviews will take place on: **Week commencing 1st April 2019**

Please note an application form must be completed in order to apply for this vacancy.



Community Academies Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks and a willingness to demonstrate commitment to the standards which flows from Community Academies Trust vision and values.

Community Academies Trust supports Equal Opportunities Employment.

Community Academies Trust Company Registration No. 07472736

“Education is for improving lives and for leaving your community and world better than you found it”