

# Finance Assistant

School:	St Andrews CofE Primary School	Posted:	4th February 2020
Location:	Cobham, Surrey	Expires:	24th February 2020 08:05 AM
Contract Term:	Permanent	Start Date:	As soon as possible
Salary:	S5 (FTE £21,169 to £23,367)	Job ID:	1088855
Hours:	Part Time		



St Andrews CofE Primary School

## Assistant Academy Business Leader (Finance)

5 hours per week, 39 weeks per year (term time only)

Pay Grade S5 (FTE £21,169 to £23,367). Starting pro-rata salary £2,506

This post will be based at St Andrew's Church of England Primary School, part of the Esher Learning Trust. St Andrew's Primary School enjoys excellent links with St Andrew's Church and our Christian ethos underpins our commitment to nurturing every pupil at our school, enabling each one to find their voice and to reach their potential academically, physically, emotionally, socially and spiritually.

We are looking for an Assistant Academy Business Leader (Finance) to undertake an exciting new role, assisting the Academy Business Leader in providing effective and efficient finance management.

The ideal candidate will have previous finance experience and will oversee the full range of financial procedures relating to the School Fund.

We offer a full induction programme for all new staff.

Benefits Include:

- Local Government Pension Scheme
- Free parking
- My Staff Shop: A reward scheme for employees of Surrey County Council, includes Childcare Vouchers, Cycle to Work Scheme, discounts off local shops and cinema tickets etc.
- An Employee Assistance Programme (offering around the clock, free, confidential assistance)

We are also looking for an Assistant Academy Business Leader (Premises) working 5 hours per week. Should you have the relevant skills and experience for this role, we will consider combing the two roles. Please refer to the Assistant Academy Business Leader (Premises) job advert for further details

We welcome early applications and will consider holding interviews before the closing date for strong candidates.

Closing Date: 24/02/2020 – 8.00am

Interview Date: 28/02/2020

Start Date: As soon as possible

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Any successful applicants will be required to undertake a Disclosure check by the Disclosure and Barring Service. We are unable to accept CV's and the school application form needs to be completed for you to be considered.

## Safeguarding Statement:

St Andrews CofE Primary School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. We particularly welcome applications from under represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.