

Calder High School
The Calder Learning Trust



"Everybody, Everyday"

Finance Assistant

We are seeking to appoint a Finance Assistant from September 2022

Grade: Scale 4 - Scale Point 7 - actual salary £18,349.49

Hours: Permanent - 37 Hours per week, Term Time Only + 10 days

Prime Objectives of the Post

- The post holder will provide effective support of financial administration for staff and the school under the direction of the Finance Manager.
- Provide an efficient service to ensure all orders, invoices and other financial transactions are on the finance system.
- Responsible for the day to day running of the ParentPay system.

Responsible to: Finance Manager

Calder High School is fully committed to safeguarding and promoting the welfare and safety of children and we expect all staff to share in this commitment. An enhanced check by the Disclosure and Barring Service are required for this post.

For further details and to download an application form please visit our website www.calderlearningtrust.com or e-mail jmason@calderlearningtrust.com. We look forward to receiving your completed application.

Completed applications should be returned to jmason@calderlearningtrust.com

Closing date: Friday 8 July 2022 9.00am

Interviews: To be arranged