Finance Assistant

37 hours per week, 42 weeks per year
Hours 8.30am-4.30pm Monday-Friday

Pay Range 3 (£21,265 - £23,848) (Pro rata £19,138- £21,463) Starting Salary £19,138

We require an experienced finance assistant to support our busy office. The work is varied and includes general finance and administration duties, such as processing purchase orders, invoices, debtor control, bank reconciliation and payroll. Accuracy, an attention to detail, flexibility and a willingness to be part of a team are crucial for this post.

St Paul’s is a thriving and successful Catholic school with an excellent reputation. We are committed to the care of all pupils and to challenge and support them to do the best that is possible. The hard work of the highly motivated, professional and friendly staff continues to lead to higher levels of pupil learning and examination success. Some of the staff are Catholics, some are practising Christians but all are supportive of the way in which we work. If you are committed to the care and success of pupils and working in a setting where the values of forgiveness, concern for others and respect for each person are important then you share the core values of the staff at St. Paul’s.

For an application form and further details please contact St Paul’s Catholic School on 01908 669735, or visit the schools website www.st-pauls.org.uk.

CVs are not acceptable without a completed application form

Closing date for applications: Monday 15th January 2018 at 9.00am
Interview Date: Thursday 18th January 2018

St Paul’s Catholic School is committed to the safeguarding of children and expects all staff and volunteers to share this commitment. All appointments are subject to a satisfactory enhanced DBS disclosure.