



DIOCESE OF SOUTHWELL
& NOTTINGHAM
MULTI ACADEMY TRUST

MAT Finance Assistant

NJC Grade 4 (£19,470 - £21,693) pro-rata

Contract: Permanent, Part/Time 15 hours per week term time only

Location: Jubilee House, Southwell, Nottinghamshire

An exciting and unique opportunity has arisen for a self-motivated and enthusiastic individual to join the Diocese of Southwell and Nottingham Multi Academy Trust as Finance Assistant. The post-holder will assist and support the Finance Manager and Business Director with the the operation of the finance and payroll services for the MAT as it continues to grow and develop.

The ideal candidate will have a good academic standard of education, relevant experience of financial administrative (or similar) services or functions and excellent organisational and administration skills including use of IT. Financial qualifications, such as AAT, would be an advantage. Good communication skills, an ability to handle sensitive and confidential information with discretion and the ability to think creatively and flexibly are also essential.

The appointment is initially being offered for 15 hours per week, term time only though this would be negotiable for the right candidate. The post would ideally suit someone who may be looking to gradually increase their work commitments over time as it is envisaged that the role will expand as the MAT grows.

SNMAT is committed to safeguarding and promoting the welfare of children and would expect anyone joining the academy to share the same ethos. All candidates are subject to safer recruitment procedures. The post is subject to an enhanced DBS disclosure.

For an application pack please contact the HR Officer by e-mail on jo.smith@snmat.org.uk

For an informal discussion please contact Sarah Perry on 07841 024992.

Closing date – Friday 8 June 2018