



DIOCESE OF SOUTHWELL
& NOTTINGHAM
MULTI ACADEMY TRUST

Purchase Ledger Clerk

NJC Grade 3 (£17,681 - £18,870) actual pro-rata (£15,651 - £16,703)

Contract: Permanent, 37 hours per week term time only plus 2 weeks during school holidays

Location: Jubilee House, Southwell, Nottinghamshire

Starting date – 1 January 2019

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 (MAT) as Purchase Ledger Clerk. The post-holder will process invoices and payment runs for academies in the multi academy trust and assist the central team with 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 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.

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.

An application form and further details can be found on the MAT website www.snmat.org.uk or 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 – Wednesday 14 November 2018

Interview date – Thursday 22 November 2018