



The Directors of Dayspring Trust wish to appoint to the following role for a September start:

## **Finance Assistant**

**Salary: £18,562 - £18,933 pro rata for 25 hours per week, all year round**

**Actual salary: £12,541 - £12,789**

Working closely with the Academy Finance Manager, you will be responsible for day to day financial duties to include the processing of purchase orders, receipt of goods and services and payment of invoices.

You will be based at the Trust Head Office (Venerable Bede CE Academy) however some travel to other academies within the Trust may be required from time to time, for which a car mileage allowance is payable.

You should have a minimum of 5 GCSE's at grade C or above (or equivalent), possess excellent numerical skills and have the ability to work to deadlines. An AAT qualification (or willingness to work towards it) would be advantageous.

Knowledge of SAGE accounting package would be advantageous but not essential as full training will be given.

Please see website for more details – [www.venerablebede.co.uk/vacancies](http://www.venerablebede.co.uk/vacancies)

Email: [vacancies@venerablebede.co.uk](mailto:vacancies@venerablebede.co.uk) Tel: 0191 5239745

**Deadline: Friday 4 June 2021 at 4 p.m.**

**Interviews to be held week commencing 14 June 2021**