



FINANCE ASSISTANT

Salary: FTE £18933.00 - £19,312.00, pro rata £11408.13 - £11636.50
Working hours: 25 hours per week (5 hours per day), term time + 2 weeks
Start date: ASAP, Permanent Contract

NET Academies Harlow requires a finance assistant to join our talented team. The role is to provide finance and accountancy assistance to our academies, being the first line of support for finance queries and orders.

We are seeking to appoint a confident, positive and well organised person to join our team who is driven and looking to progress their career in the future. The successful candidate will have excellent communication and interpersonal skills.

This is an exciting opportunity for a highly motivated individual who sets high standards and wants to be part of a Multi Academy Trust. Applicants should have good numeracy skills and a working knowledge of excel is essential. A minimum grade C or new equivalent in Maths is required and a qualification in finance would be desirable.

At NET Academies Trust we are committed to investing in our staff and offer opportunities for continuous professional development. This position offers a chance to be part of a friendly and supportive environment who work hard to reach high standards in everything they do.

In compliance with Safer Recruitment guidelines, CVs cannot be accepted. We are fully committed to safeguarding and promoting the welfare of children and the successful candidate will be expected to undertake the appropriate checks including an enhanced DBS check.

Your completed application form should be submitted electronically to recruitment@trust.netacademies.net or by post to:

NET Academies Trust, Latton Green Primary Academy, Riddings Lane, Harlow, Essex, CM18 7HT

Closing date: Midnight 24th September 2021
Interviews: Week of Monday 4th October 2021