

THE PREMIER ACADEMY

Saffron Street
Bletchley
Milton Keynes
MK2 3AH



CEO: Warren Harrison

01908 373621
www.tpamk.co.uk

Finance Assistant – Required
Monday – Friday, 8.00am – 4.45pm
Salary £23,265 – 28,410 (FTE), dependent on experience
Term time plus 2 weeks

We are currently seeking to recruit a Finance Assistant to join our busy team in September 2024. You will be required to work independently and as part of a team.

You will have knowledge of Outlook, Word and Excel.

You will have a preferred understanding of financial and administrative processes, however training will be given.

You will need to have outstanding organisational skills and have excellent English, both written and spoken. Experience of working with SIMS and FMS systems would be desirable although full training will be given.

You will relish challenge and have outstanding interpersonal and communication skills. Your primary role will be to work within a finance team and to ensure the efficiency and smooth running of Academy finances, reporting to the Chief Finance Officer.

Additional benefits include: Private health care and enhanced holiday provision.

Visits to the Academy are strongly encouraged.

For an appointment, a detailed job description and an application pack please call 01908373621 or email kate.christy@tpamk.co.uk

The Premier Academy is fully committed to safer recruitment practice. All prospective employees are subject to enhanced Disclosure and Barring Service checks. We are an Equal Opportunities employer.

Closing Date: 11 July 2024

Interviews: We will be operating a rolling programme of interviews and will contact candidates directly with proposed dates.