

# THE PREMIER ACADEMY

Saffron Street  
Bletchley  
Milton Keynes  
MK2 3AH



CEO: Warren Harrison

01908 373621  
[www.tpamk.co.uk](http://www.tpamk.co.uk)

**Finance Assistant – Required**  
**Monday – Friday, 8.00am – 4.45pm**  
**Salary £28,349 – 33,626 (actual pro-rata salary), dependent on experience**  
**Term time plus 2 weeks (40 weeks)**

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

You will have knowledge of Outlook, Word and Excel and an understanding of financial and administrative procedures. Training on the school's various packages will be given.

You will need to have outstanding organisational skills and have excellent English, both written and spoken.

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 Financial 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 01908 373621 or email [kate.christy@tpamk.co.uk](mailto: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:** 30 September 2024

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