



Finance Assistant Abbeys Primary School

Abbeys Primary School
Melrose Avenue
Bletchley
MK3 6PS

Headteacher: Jess Fellowes

Grade F £31,067 - £35,235 pro-rata (equivalent to £16.10 - £18.26 per hour)

Part time (20 hours per week, 39 weeks per year - term-time plus INSET days only. The timing of hours worked is to be agreed with the successful candidate, a number of work patterns are available)

Permanent

Start date: a.s.a.p.

We are looking for a Finance Assistant to support our School Business Manager and take on a number of finance-related tasks including: purchase orders; invoices; bank reconciliation; month end finance reporting; assisting with projects (e.g. obtaining quotes) and keeping personnel records up to date.

The role also includes some general admin and office cover, interacting with parents, staff and contractors.

This is an interesting and varied position. You will need to be organised, proactive, and experienced in a financial role. Previous school experience, whilst welcomed, is not essential as full training can be provided.

Further details are included in our application pack which is available on our website www.abbeysprimary.org alternatively please contact Sue Lisanti, School Business Manager slisanti@abbeyesprimary.org or call the school on 01908 375230. Please note that the school will be closed for the Christmas holiday from 20th December 2024 until 6th January 2025.

Please note that all applications must be made using our standard application form; we are unable to accept CVs.

Closing date for applications: 12 noon, Friday 10th January 2025

Interview date: Thursday 23rd January 2025

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be expected to undertake an Enhanced Disclosure DBS check. The Governors take child protection extremely seriously and all references offered will be followed. This post is subject to a successful probationary period.