



**FINANCE ASSISTANT**  
**H3 / 4 (between £19,312 - £20,903 – dependent upon experience)**  
**20 hours per week – Term Time plus 3 Weeks**  
**Part-time/Permanent**

We are looking for a Finance Assistant to support our busy Finance Team.

The successful applicant must have good IT skills, numerate, methodical and able to take responsibility for the administration of good financial practices, banking, petty cash, administration of music fees and purchase orders. You will need to be flexible and able to work to deadlines. Previous experience of working within a similar role would be an advantage, however training will be provided.

**The successful candidate to be considered should:**

- Be proactive and a clear communicator;
- Be an efficient and organised person with proven administration and ICT skills;
- Have an interest in education.

**In return, we will offer you:**

- A caring and welcoming supportive working environment;
- A friendly, dedicated and supportive school team;
- An inclusive trust that staff and families are proud of.

The trust has an excellent reputation within the local community with strong support from Trustees, Governors, Parents, Students and a dedicated and highly motivated team of staff.

For further details and an application form please visit [www.stags.herts.sch.uk/teachinherts](http://www.stags.herts.sch.uk/teachinherts)  
Completed application forms and a covering letter should be sent to: [pol@stags.herts.sch.uk](mailto:pol@stags.herts.sch.uk)

**Closing date:** Friday 6 August 2021, before 9.00am  
**Interviews to be held:** Week commencing 9 August 2021

We welcome visits from potential applicants.  
Mr Phil O'Neil, Chief Operating Officer: 01727 853134.

ATLAS Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.

Executive Headteacher: Mrs M. Chapman  
Sandridgebury Lane, St Albans, Herts, AL3 6DB  
Tel: 01727 853 134 Fax: 01727 831 157  
email: [admin@stags.herts.sch.uk](mailto:admin@stags.herts.sch.uk)  
[www.stags.herts.sch.uk](http://www.stags.herts.sch.uk)

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**ATLAS - *Aspire to Learn and Succeed***

