

FINANCE ASSISTANT

18 hours per week, term-time only

Days and hours to be worked to be agreed at interview.

Pay scale H5. Starting salary £9,755 per annum

All Saints Catholic Academy Trust (ASCAT) has a new opportunity for an individual with experience in finance or administration, to work as part of the central Finance team, based in Abbots Langley, Hertfordshire.

This role will be varied, covering all aspects of Finance administration.

ASCAT is a multi-academy trust that currently has five academies and 300 staff, but it is anticipated that more academies will join the Trust in the near future.

We would like you to have:

- Excellent administration, communication, organisational and IT skills
- Attention to detail and accuracy
- Professional approach
- Ability to work independently with some guidance

The role may suit an individual currently studying for a qualification in Finance.

An application form is available from the ASCAT HR Administrator by emailing hr@ascat.co.uk. Regrettably, CVs are not suitable, and only application forms will be accepted.

Applications can be returned by email to hr@ascat.co.uk

Closing date for applications is Friday 27th January 2023 by 5pm

All Saints Catholic 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.

The successful applicant will be subject to enhanced clearance through the Criminal Records Bureau, reference checks and medical clearances, as well as any other safeguarding checks that are required at the time of appointment.

All Saints Catholic Academy Trust Company Number: 7943555 Registered Office: 96 The Crescent, Abbots Langley, Herts, WD5 0DS

CEO: Mr. Stephen Wheatley