



**Pioneer Federation require a
Finance Assistant
from April 2020**

**Permanent TTO Contract
7.40 hours (1 day) a week
Salary: Scale 5, Point 12-13 £19,171 - £19,554 (Pro Rata)**

The Governors and Executive Headteacher are seeking to appoint a Finance Assistant to work in our Federation.

The successful candidate will need:

- ❖ great organisational skills and the ability to work in a busy environment
- ❖ excellent financial, communication, IT and office skills
- ❖ a good knowledge of financial management (experience of SIMs and FMS an advantage)
- ❖ to be able to work in partnership with the Executive Headteacher, Head of School and Bursar

If you feel that you would like to work in a small rural village school and be part of our friendly and supporting team, please come and look round our lovely school.

Please call 01825 840247 to make an appointment. Application forms are available from the school website www.easthoathlyschool.co.uk. For further information, please contact the school office on 01825 840247 or email office@easthoathly.e-sussex.sch.uk. 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. All staff will be expected to hold or be willing to obtain an enhanced DBS check or Enhanced check for Regulated Activity with the Disclosure & Barring Services and complete a Childcare Disqualification Application form.

Closing date for applications: Monday 24th February 2020
Interviews: TBC