Veritas Multi Academy Trust

Finance & HR Assistant
Salary Scale: KR5 £19,335 - £20,483
37 hours per week (all year round)

Could you be our new Finance & HR Assistant?

Due to the growth of Veritas Multi Academy Trust we have a vacancy for a Finance & HR Assistant. This will initially predominantly be supporting Warden House Primary School but will require flexibility to work across all schools within the trust.

The successful candidate will be required to work at all school locations (currently Deal and Canterbury) and may include some remote working (from home).

You will need excellent IT, literacy and numeracy skills, possess confidence and initiative and a willingness to contribute to the continued improvement of our innovative Trust Business Team. Previous school finance experience using FMS, SIMS & MS Office 365 would be an advantage though training will be provided.

The successful candidate will also have the following qualities:

- Great attention to detail and ability to work under pressure
- Be flexible and able to work unsupervised
- Offer great customer service, with strong communication skills
- Have a 'can do' team work approach

We offer positive and thriving school environments, a great staff team and a commitment to continuing professional development.

The post is for 37 hours a week, all year round.

If you feel you have what it takes then we would love to hear from you.

Please contact Miss Amber Hull, Trust Business Assistant, on 01227 467191, email: finance@veritasmat.co.uk to book a visit.

For further details and an application pack please visit the Vacancies section on the trust website (www.veritasmat.co.uk)

The closing date is **Friday 15 January 2021** at 12:00.

The date for interviews is **Wednesday 27 January 2021**.

Veritas MAT is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service and relevant references being received.