

## Central Processing Assistant - Permanent

The Vine Schools Trust, Chelmsford

**Start Date: ASAP**

The Vine Schools Trust is looking for a self-motivated and enthusiastic team member with excellent financial, administration and communication skills. The role will include supporting the Schools, Finance Partner, Senior Finance and Compliance Manager and the Director of Finance and Operations in terms of purchase orders, invoices and payments. This position is for 37 hours per week, Monday to Friday.

### The ideal candidate will:

Have ambition, enthusiasm and the desire to make a difference;  
Can demonstrate excellent organisation and communication skills;  
Work well as part of a team;  
Be committed to the ethos and aims of a Church School Trust.

### In return we can offer:

A caring, friendly, Christian ethos that aims to develop everyone to their full potential and where every person is valued;  
A supportive staff team;  
A clear vision for the future.

### Salary:

Vine Support Staff Scale 4, Point 7, £25,584

### Place of work:

The Vine Schools Trust, Chelmsford  
Hybrid (three days working from home after successfully completing probation period)

Applications close on 31<sup>st</sup> January 2025.

Interviews will be held on TBC.

**If you are interested in this post please email any questions or your completed application form to [debbie.mcmanus@dcvst.org](mailto:debbie.mcmanus@dcvst.org).**

A full Job Description and Person Specification, our Privacy Notice and our Recruitment & Selection Policy Statement are attached.

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