



**EXTERNAL**

**Post: Finance Admin Assistant**

**Hours of Work: Permanent, Full Time, All Year Round**

**Salary: Grade 6, Points 7 – 12, £24,293 - £26,421 per annum**

Thank you for your interest in our recent advertisement for the above position at Archway Learning Trust. I have pleasure in enclosing details.

The post holder will work under the supervision of the Finance Processing Centre Manager and the Senior Finance Assistant providing effective financial support to processing expenditure onto the Trust's finance software, ensuring that the accounting records are accurate, and providing effective financial support for the Trust and their designated academy.

Archway Learning Trust, previously Bluecoat Academies Trust was formed in April 2014 as a result of the very long and successful history of Bluecoat Academy.

The successful candidate will be committed to the students and academy life and will possess the ability to communicate effectively and be able to raise the standards of learning for all of the students with whom they are required to work.

The growth and development of our Multi-Academy Trust makes this an excellent opportunity to join us, as we seek to serve a growing number of young people across the region.

In return we can offer:

- Archway benefits to include shopping discounts and competitions
- A free and confidential employee assistance programme offering counselling and advice
- Access to generous pension scheme
- Access to discounted travel schemes
- Cycle to work scheme
- Comprehensive training and support
- Opportunities to develop new skills and progress your career
- Eye care voucher scheme
- Free flu vaccine
- Access to e-learning and development

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post is subject to the satisfactory completion of an enhanced DBS check, Barred List check, the receipt of satisfactory references, online searches and any other statutory checks that are required for the post. We are an equal opportunities employer.

For more information about Archway Learning Trust and the vacancy, please visit [www.archwaytrust.co.uk/vacancies](http://www.archwaytrust.co.uk/vacancies). To apply for the role click apply which will take you to the application form for the post. We would encourage you to refer to the job description and person specification, demonstrating your suitability for the role.

**Closing Date: 9am, Friday 28<sup>th</sup> June 2024**

**Interview Date: W/C, 1<sup>st</sup> July 2024**