

## **Finance Assistant**

Do you enjoy working with numbers we are seeking to appoint an enthusiastic person to work as a Finance Assistant (commence January 2025) within in a small but busy team. This is an exciting opportunity for someone wanting to launch their career in Finance or looking to support their AAT qualification training, in a practical setting.

This role will join our Finance Department to support the Finance Manager to assist with various administrative duties within the Finance Office. The post offers an excellent opportunity to work in a strong administrative department, in our highly successful academy, which holds good Ofsted status.

The Department has a strong team-working ethos, is very supportive and excellent schemes of work for all courses are in place. There is also an excellent academy wide support and development programme for all new staff.

### **Personal Qualities**

The successful applicant should have a minimum level of qualifications, including level 2 in Mathematics and English at a minimum C grade [or grade 4] at GCSE or equivalent. Original copies will need to be seen at interview stage.

### **Responsibilities of the Post Holder**

The main duties and responsibilities of the postholder will be in accordance with the Finance Assistant job description and training will be provided.

### **Wider Contribution**

Full time support staff may also have opportunities to contribute to the extra-curricular programme. This is very wide ranging and can often enable staff to contribute particular skills and interests where they meet academy needs. Applicants should indicate if they have particular interests, and this would be discussed at the time of interview.

### **Remuneration and Working Time**

The hours of work required for the role are 27 hours per week, (39 weeks - term time plus inset days). Ideally, Monday – Thursday 9am – 3pm and on Friday 9am – 2.30pm, however, there may be some flexibility on start and end times to accommodate accessing your qualification training.

The annual salary for this post will be in accordance with the Academy Support Staff Pay Scale, Band 2, Points 11–16, and the actual starting salary is £13,925 per annum pro-rata, equivalent of Points 11, including an allowance for holiday pay. Salaries are reviewed by national negotiation with effect from 1<sup>st</sup> April each year.

### **We can offer you:**

- A highly supportive and friendly working environment
- Opportunities for Financial training, development and accreditation.
- Cycle-to-work Scheme
- Electric Vehicle Scheme
- 24/7 Free Employee Assistance Programme (offering individual support, information and advice including financial, legal and home-life and work-related issues)
- CPD opportunities and Internal Promotion
- Up to 25% Gym Membership

- Free staff car park
- Essex Working Well Wellbeing Service (health and wellbeing support and guidance)
- Access to Workplace Health Champions
- Access to Mental Health First Aiders

### **Application Process**

If you are interested in the position and wish to discuss the post prior to application, please email Mrs. Dorcas Ologunde, Director of HR at [d.ologunde@plume.essex.sch.uk](mailto:d.ologunde@plume.essex.sch.uk), to arrange a telephone conversation. We are very proud of our academy and what we can offer new members of our collaborative team. The Director of HR will be pleased to discuss the post and provide more information about the post and the academy in general.

To apply please complete the Online Plume Academy application form (<https://plumetrust.face-ed.co.uk/Vacancies/Detail?campaignRef=SCH-PT-0035>). This must be completed and submitted by the closing date and time stated (unaccompanied CV's or third party application forms will not be accepted).

**Closing Date: noon Monday 20 January 2025**

**Interview Date: Interviews are likely to take place later that same week.**

**Plume Academy remains fully committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and trustees to share this commitment.**