



FINHAM PARK  
MULTI ACADEMY TRUST

## **Finance Assistant**

**Grade 4 £23,893 - £27,334 FTE**

**Full time (37 hours per week) TTO will be considered**

**28 days holiday plus bank holidays/Local Government Pension Scheme  
Based at Finham Park 2**

Finham Park Multi Academy Trust (FPMAT) is a growing organisation which is currently made up of eight schools across Coventry and Warwickshire. The Primary and Secondary schools in FPMAT will set out to pioneer, innovate and deliver a "World Class" education for all.

A new and exciting opportunity has arisen within the Finance Department where a Finance Assistant is needed to support the Head of Finance in delivering an effective and efficient service. We are seeking a professional and enthusiastic individual who is keen to use their accounting knowledge to support the central finance team and all schools across the Trust.

We are looking for an Accounting Technician or someone who is qualified by experience. In addition to this you should have excellent communication and interpersonal skills, an ability to prioritise your workload and show initiative and a flexible approach to work. In return you will join a friendly and supportive team.

If you are interested in this opportunity and would like an informal discussion then please contact Brian Naweji via email at [b.naweji@finhampark.co.uk](mailto:b.naweji@finhampark.co.uk)

**Closing date:** Wednesday 10<sup>th</sup> July @ 9am  
**Interviews to be held:** TBC

### **How to Apply**

Applications are submitted through our Every Candidate Portal. Click the link below to take you directly to the site.

<https://candidates.every.education/Vacancies/Details?advertKey=378a6972-6f4e-41bb-9850-fe98bf58ee67>

Alternatively, you can click on the 'application form' on our careers website which will direct you to the application page.

To request any of the documents in an accessible format, or to request an application form via email please contact [apply@finhampark.co.uk](mailto:apply@finhampark.co.uk) or call 02477 180000 and select option 2 for HR.

If you are a new user to our portal, you can click on 'Register' to complete your candidate





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profile. If you want to apply directly for this role and not save your data for any future vacancies, you can click on the 'Apply Now' button at the bottom of the Every page.

**For further information on this role and other opportunities within the MAT, please visit <https://careers.fpmat.co.uk>**

#### Online Checks

In line with KCSIE (Keeping children Safe in Education) 2022 we will complete online searches as part of our due diligence on all shortlisted candidates. If anything is identified as part of these checks they will be discussed with you at interview. If any safeguarding concerns are identified we reserve the right to withdraw your application.

Finham Park Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will have to undertake an enhanced DBS check.

Finham Park Multi Academy Trust requires all applicants to be eligible to work in the UK with no restrictions as we are unable to offer sponsorship/work visas. You will be required to provide proof of Right to Work at interview stage and if you are offered a job position with us.

