

Finance Assistant

Part-Time: 27.5 hours per week,

Term Time, Inset Days & 5 days during School Holidays

Grade 14 Point 4 – 6, £9.98 - £10.38 per hour

£19,264 - £20,043 per annum (Full-Time Equivalent)

Actual Salary range based on 27.5 hours: £12,514 - £13,016

We have a vacancy for a **part time Finance Assistant to provide professional financial and administrative support to the Finance and Admin Teams.** The successful applicant will join a welcoming and supportive team where you will assist the Finance Manager with all aspects of the day-to-day development and effective operation of the finance function at Frome College.

Start Date: ASAP, Permanent contract, working pattern is negotiable and will be discussed at interview. School holiday hours are also negotiable.

To be considered for this role you will:

- Have strong IT skills, preferably with experience of MS office.
- Be organised, methodical with a flexible, positive “can-do” attitude
- Be confident to communicate well with parents, students, and staff in a friendly and professional manner.
- Able to work on your own initiative, as well as part of a team, with effective time management skills.
- Have a great sense of humour!

We offer the successful candidate:

- opportunity to be part of a strong community and supportive workforce
- a calm and welcoming environment which enjoys a large amount of green, open spaces
- supportive induction programme and CPD opportunities
- free parking
- onsite catering and nursery
- ‘My Staff Shop’ benefits – including Cycle to Work scheme
- discounted access to leisure centre including gym and pool (located next to the college)

Frome College is a successful, vibrant, and forward thinking 13-19 Upper School with approximately 1200 students. It is a fast-moving school undergoing exciting and rapid regeneration. We are based on a stunning campus in easy reach of Bath and Bristol. Frome itself is a thriving market town, with a vibrant artistic community with the renowned Frome Festival, monthly Sunday market and many restaurants and 2 theatres, one of which is on campus.

Closing Date: Friday 14th October (8:00am) Interviews w/c 17th October 2022

Please visit our website for details on how to apply: www.fromecollege.org/join-us/vacancies

Applications should be completed in full and returned by email to:

fccrecruitment@fromecollege.org

This post requires a criminal background check via the Disclosure Procedure