

Hull Collaborative Academy Trust



HCAT Central - Finance Assistant

Grade 3, Point 3-5
(£18,887 - £19,650)

37 Hours Per Week – Full Time
Permanent
All Year Round
(Required ASAP)

Hull Collaborative Academy Trust (HCAT) are seeking to appoint an enthusiastic, motivated person to work within HCAT Central Finance Department.

We are looking for someone who can work flexibly and as part of a team, along with the ability to work independently using their own initiative. They will join a dedicated and hardworking team who will provide excellent support and career development.

The successful candidate should have:

- Relevant previous experience in a financial/administrative discipline
- Good working knowledge of Microsoft Office products (Excel, Word, Outlook) and ideally Accounting software
- Good written and oral communication skills
- Highly organised with the ability to manage own workload and prioritise tasks effectively to meet demands of the team

Please contact Miss Emily Mansfield, HCAT HR & Recruitment Advisor for an application pack via email on Emily.Mansfield@hcat.org.uk

Closing Date: Wednesday 25th May 2022, at 9.00am

Interviews: Monday 30th May 2022

The Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.