

**Great Heights Academy Trust**  
**Based at: School Street, Greetland HX4 8JB**  
**Telephone: 01422 761019**  
**Website: <https://greateightstrust.org.uk/>**

## **Finance Assistant**

**30-37 hours a week – full year (to be negotiated)**

Scale 5 – Scale 6; depending on experience (12-18) £18,301 - £20,610 actual based on 30 hours; (pro-rata full time £22,571 - £25,419); pay award pending

**Temporary in the first instance to 31<sup>st</sup> August 2023**

**Start date ASAP**

Great Heights Academy Trust is at an exciting stage of growth and development. To support our ambitions, we are seeking to recruit an experienced Finance Assistant to work in the central Trust finance team to support all aspects of the effective operation of the Trust finance function.

Currently we are a growing multi-academy trust with five schools in the West Yorkshire area with plans to further expand. In addition, we are home to a SCITT, Research School and an English Hub.

For a full profile of the MAT please visit: <https://greateightstrust.org.uk/our-trust/>

The Trust Finance Assistant will work as part of the Finance Team in order to provide a high quality, efficient, effective and supportive finance service for all academies and designations within the Trust. A willingness to work flexibly within the team is essential as are strong communication, organisational, time management and customer service skills. Having previously worked in a finance environment, the successful candidate will have experience of completing a range of financial transactions and producing accounts information, excellent accuracy and attention to detail and a good level of IT skills.

### **What we need:**

- You will be experienced in working in a busy office environment and dealing with multiple work streams
- You will have previous finance and accounting experience (at least four years)
- You will have used software systems for finance administration and be proficient in using excel
- You will have produced financial information for a range of stakeholders
- You will be adept at problem solving, including being able to independently identify and resolve issues in a timely manner
- You will be an effective team player, possessing excellent interpersonal skills.

### **What we offer:**

- The opportunity to work with a progressive and forward thinking, Multi Academy Trust.
- Opportunities for development and career progression
- Benefits include –generous holiday entitlement (28 days plus bank holidays, rising to 33 days after 5 years' service), contributory pension through West Yorkshire Pension Fund.

Application packs can be downloaded from the Great Heights Academy Trust website  
<https://greateightstrust.org.uk/employment-opportunities/>

Please return your completed application form by email to [recruitment@greateightstrust.org.uk](mailto:recruitment@greateightstrust.org.uk)

**Closing date for applications: Tuesday 30<sup>th</sup> August (10.00 a.m.)**

**Interviews will take place w/c 12<sup>th</sup> September 2022**

**If you would like further information about the post please contact Amanda Rawson from w/c 15.08.22**

**[a.rawson@greateightstrust.org.uk](mailto:a.rawson@greateightstrust.org.uk)**