



**Position: Finance Assistant/Junior Management Accountant**

**Start Date: 10 March 2025, or as soon as possible thereafter. An earlier start date may also be possible.**

**Annual salary: £29,000 - £31,000 (depending on experience)**

**Time Commitment: Term time + six weeks. This position is full-time during term time.**

**Working hours during the holidays are negotiable.**

**Hours: 37.5 hours per week, 8.30 – 5pm or 9.00 – 5.30pm. Part time is also an option.**

**This is an in-office role, although occasional working from home is permitted.**

**Location: 5-6 King Street Cloisters, King Street, Hammersmith W6 0GY**

**Pension: eligible to join the Local Government Pension Scheme**

**Reports to: Senior Management Accountant**

Knowledge Schools Trust is looking for an enthusiastic and highly-motivated individual to join the finance department.

The successful candidate will:

- Have the ability to use the finance and other software systems accurately, including two factor authentication and online banking applications using QR codes
- Have the ability to prioritise their own workload effectively
- Have the ability to use their own initiative and deliver excellent customer service
- Ensure confidentiality and discretion at all times
- Have strong written and numerical skills
- Have excellent interpersonal and communications skills
- Have high levels of accuracy and attention to detail
- Have a proactive approach
- Have a professional approach at all times
- Promote and safeguard the welfare of children at the School
- Be aware of and adhere to all school policies

Candidates should be AAT qualified. Experience of Xero and Arbor Pay is highly desirable but on the job training can be provided if necessary.

If you wish to apply, click on the link provided to download an Application Form, which should be sent with a covering letter to Mrs Manuela Manfredini at [m.mandfredini@ks-t.org](mailto:m.mandfredini@ks-t.org)

Knowledge Schools Trust which is committed to the equality of opportunity and to safeguarding children. Successful candidates will be subject to an enhanced Disclosure and Barring Services checks and other employment checks.

**Application deadline: 21 February 2025**