**AAT Role –Finance Assistant**

**Start Date: ASAP**

**Hours: Full-Time 36hrs Monday to Friday**

**(Minimum of 26 part time hours will be considered)**

**Contract: Permanent**

**Salary: Scale 5**

At the Auriga Academy Trust, we support local special schools for children and young adults with a range of complex needs and disabilities aged 4 – 19.  Our pupils are at the heart of our vision and we believe that together we can make a positive difference. We recognise that the success of our schools largely depends on the quality of our staff and we are committed to recruiting and retaining outstanding individuals. Our schools provide real opportunities for aspiring teachers, school leaders and support staff.

This is an exciting opportunity for a person with experience to join the Auriga Academy Trust’s central administration team. You will be supporting the day to day running of the Trust by performing key finance related tasks. This post would suit an individual with strong financial skills, excellent attention to detail, with an interest in supporting a busy financial and administrative function and who can demonstrate a willingness to maximise system capabilities in order to create efficiencies.

We are looking for enthusiastic, motivated and highly flexible candidates. Strong verbal and written communication skills are essential as the successful candidate will be working collaboratively with existing administration staff, senior leadership and external professionals.

If you would like an informal discussion regards the role and a visit then please contact the Trust Finance Director, Susie Connor. We look forward to receiving your application and for further details about the Trust can be found on the Auriga Academy Trust website [www.aurigaacademytrust.org.uk](http://www.aurigaacademytrust.org.uk)

**Closing date for applications: 26th January 2022**

**Interviews: WC 31st January 2022**

The Auriga Academy Trust are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.  The successful applicant will be required to undertake an enhanced DBS check with a check of the DBS barred list.