

Finance and Administration Assistant

Part time – Permanent 20 hours per week, term time only

Grade 4 - £18,426 – 18,975 pro rata

Abingdon Learning Trust

We are seeking a talented and inspirational individual who is able to combine excellent communication and organisational skills, self-motivation, flexibility, patience and perseverance.

The role will involve general financial administration, including the processing of orders, bank reconciliation, entering invoices, payment run support and banking. Applicants should be ICT competent and familiarity with MS Office and e-mail clients are essential, knowledge of PS Financials is an advantage. Prior experience of working in an administrative environment is a must.

We are looking for an administrator who has:

- Good organisational skills
- Financial knowledge
- Change management skills
- Creativity and flair
- Dedication and energy
- Superb communication and interpersonal skills
- The ability and desire to work as part of a team

We can offer:

- The support of highly motivated and supportive colleagues who are fun to work with.
- Ongoing support for career development.
- A positive environment in which to work and learn.

This is an exciting time to join the Central Team as we continue to build on our success. We are committed to staff development and all staff receive a full induction programme.

The role will be based at the Central Office Abingdon Learning Trust, Hendred Way, Abingdon, OX14 2AW, however there will be a requirement to move across different sites.

As the Trust continues to flourish, your contribution and commitment will be part of that future. If you would like an informal conversation about the post then please telephone Zoe Bratt, Chief Finance Officer.

Closing date: 1 April 2019

Interview date: Week commencing 1 April 2019