



Academies Trust

Finance Assistant

Bradford. West Yorkshire

Actual Salary: £13,524 pa - £16,620pa

Contract: 30 hrs pw, Term time only plus 1 week, Permanent

Start date: as soon as possible

Benefits include:

- 20 days annual leave, plus bank holidays
- Local government pension scheme
- Various discounts on Co-op branded products
- Co-operative flexible benefits, including cycle to work
- Co-operative credit union
- Health-care cash-back scheme
- Discounted gym membership & leisure activities
- Season ticket & rental deposit loans

Closing date: Sunday 10 November 2019

Interviews: 14 November 2019

Applications must be on our application form which should be returned to:

gran-hr@coopacademies.co.uk

Based in Bradford, West Yorkshire this is an exciting opportunity for someone with financial acumen to support the Business Manager at Co-op Academy Southfield and Co-op Academy Grange. You'll have the opportunity to develop both analytical and professional skills that will be of benefit to you in your future career.

As our Finance Assistant, you'll assist in efficiently processing orders, invoices, deliveries, income, petty case, school fund, chase debtors and undertake other finance administration under the guidance of the Business Manager.

You'll have excellent numeracy and literacy qualifications and have excellent ICT skills and organisational skills. In addition, you'll be able to build strong working relationships with, and influence the work of others, where there is no supervisory / management relationship. You'll also be flexible, self-motivated & resilient.

Co-op Academies Trust aims to provide an outstanding education for all our learners, founded on co-operative values, at the heart of the community. It is responsible for twenty four academies in Leeds, Wirral, Manchester and Stoke-on-Trent with the Co-op acting as the sponsor. There is the likelihood of significant further growth in the near future.

For more information about the Trust, please visit our website coopacademies.co.uk

Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles.