



# Brampton Manor Academy

[www.bramptonmanor.org](http://www.bramptonmanor.org)

## Finance Assistant - 12 month contract

- Starting date: **As soon as possible**
- Term-Time plus two weeks
- Permanent - 36 hours per week
- Salary: Pro Rata (Point 13) £29,009 per annum (actual salary)

We are looking to appoint a suitably qualified, or experienced Finance Assistant to work within our finance team.

The successful candidate will work alongside an experienced team and will report to the Finance Manager. You will be responsible for the day-to-day processing of all financial transactions using the financial system (PSF) and processes of the Trust and to support the Finance Team in its operations. The successful candidate will have strong book keeping skills and will have used an accounting system previously. You will have excellent IT skills, be well organised and have the ability to use their own initiative as well as working in a team.

We will provide training and support to enable you to play a vital role in our support team, whilst developing your own career prospects.

Brampton Manor Academy is a heavily over-subscribed 11-18 school in East Ham, London. We have a well-deserved reputation for the excellent conduct of our students and their outstanding academic achievements. You will enjoy working here.

Closing date for this post: **midday on Wednesday 20 November 2024. Interviews will be carried on a rolling basis as applications are received.**

Please visit our website [www.bramptonmanor.org](http://www.bramptonmanor.org) to apply and obtain further details about this role. All completed application forms should be sent by email to [jobs@bramptonmanor.org](mailto:jobs@bramptonmanor.org)

Brampton Manor Academy is committed to safeguarding and promoting the welfare of children and is an Equal Opportunities Employer.

**Please note that this post is exempt from the Rehabilitation of Offenders Act 1974. You must give details on your application form of all offences, convictions, cautions or bind overs you have or any court cases that you have pending. A comprehensive screening process, including Enhanced Disclosure checks, will be undertaken on all successful applicants.**