

## Montem Academy

### Finance Assistant

**Salary range:** Scale 4 pt 19 – 22, £17,798 - £19,391 inclusive of London Weighting.

**Hours:** 36 hours per week, Monday to Friday.

**Work pattern:** Term time including inset days, plus 5 days to be worked during summer break as agreed with management (40 weeks per annum).

**Location:** Montem Academy, with occasional travel to other schools within the Trust (currently in the Hillingdon and Slough areas).

The Park Federation Academy Trust was established in September 2012. It is a community-focused Multi-Academy Trust, comprising of eight academies in the federation family: Cranford Park Academy (Hayes), James Elliman Academy (Slough), Lake Farm Park Academy (Hayes), Montem Academy (Slough), The Godolphin Junior Academy (Slough), Western House Academy (Slough), West Drayton Academy (Hayes) and Wood End Park Academy (Hayes). The federation educates and cares for 5,000 children across West London and Slough. The Trust is an approved Sponsor Academy for the Department for Education.

This is an exciting opportunity to become part of our highly professional, friendly team based at Montem Academy. We are looking to appoint a term time member of staff who has a “can do” attitude and is flexible, practical, pro-active and diligent. The successful applicant will support our existing teams in delivering excellent service. This role will also involve attending occasional meetings with colleagues at our other academies. You will report to the School Finance Manager and Senior Finance Manager.

The ideal applicant will:

- have sound financial skills gained through professional training and experience;
- ideally have experience in an educational establishment;
- be able to prioritise their workload, meet deadlines and prepare reports on a monthly basis;
- be able to work alongside finance colleagues;
- be responsible for the day to day processing of accounts payable transactions to ensure that finances are maintained in an effective, up to date and accurate manner. Co-ordinating and completing administrative routines relating to orders, invoices, payments, income and the receipt and the distribution of goods and services;
- enforce the Academy credit management policy, thereby maximising cash balances;
- assist with the asset register.

What we can offer you:

- Experience in a welcoming Multi-Academy Trust with many outstanding features;
- Support from colleagues across a growing Trust;
- Supportive, enthusiastic, approachable and dedicated colleagues;
- Opportunities for continuous professional development;
- Attractive pension scheme.

Visits to the academy are warmly welcomed, and can be arranged by contacting Vivien Gibbons, PA to the Principal, at Montem Academy on 01753 528 050.

**Closing date:** Monday midday 18 June 2018

Our Trust and all its personnel are committed to safeguarding and promoting the welfare of the children. All successful candidates must have satisfactory enhanced DBS clearance and DBA clearance. Applicants will be required to demonstrate their commitment to promoting and safeguarding the welfare of children and young people in line with the Trusts policies and procedures.