



**Colne Valley High School**  
**Finance Assistant**  
**Permanent role, 37 hours per week**  
**Term Time plus 5 additional days**  
**To start – Immediately**  
**Salary - £23,864 (FTE £27,334)**

This is an exciting opportunity to join Colne Valley High School as an enthusiastic and dedicated Finance Assistant. We are seeking to recruit an individual to work within our school who has the inspiration, drive, and motivation to make a difference to the lives of young people.

The Finance Assistant will work as part of the Finance Team to assist in providing a high quality, efficient, effective, and supportive finance service for Colne Valley High School. A willingness to work flexibly within the team is essential as are strong communication, organisational, time management and customer service skills.

Having previously worked in a finance environment, the successful candidate will have experience in completing a range of financial transactions and producing accounts information. High levels of accuracy and attention to detail are essential as is a good level of IT skill. Producing financial reports for key stakeholders will be a key part of the role.

The successful candidate will be experienced in working in a busy office environment dealing with multiple work streams and will need to have gained previous experience within a similar role. Knowledge in accounting software system is also essential and the successful candidate will be proficient in using excel.

We are looking for someone who is adept at problem solving, with an ability to work independently to identify and resolve issues in a timely manner. You will be a team player with excellent interpersonal skills.

In return you will work with a progressive and forward thinking Multi Academy Trust where there are opportunities for development and career progression. As a Trust we offer many benefits including a generous holiday entitlement and contributory pension through the West Yorkshire Pension Fund. Great Heights Academy Trust is a growing multi-academy trust with nine schools in the West Yorkshire area with plans to further expand. In addition, we are home to a SCITT, Research School and an English Hub.

To apply for the position please complete our application form, as a Word Document and return to Hayley Drummond, Recruitment Officer at [h.drummond@greatheightstrust.org.uk](mailto:h.drummond@greatheightstrust.org.uk)

**Closing date:** Sunday 19<sup>th</sup> May, 5pm

**Interviews:** Thursday 23<sup>rd</sup> May

*Great Heights Academy Trust is committed to safeguarding and promoting the welfare of children and vulnerable adults and we expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be carried out; references will be sought, and successful candidates will be subject to an enhanced DBS check, an online search, and other relevant checks with statutory bodies.*

**GDPR Disclaimer:** Please note and appreciate that whilst we review all CV's and applications, due to the high volume that we receive on a regular basis, we can only respond to candidates that have been successful with their application. Therefore, if you do not hear from us within **14 working days of your application**, please accept that your application has been unsuccessful. In line with the General Data Protection Regulations (May 2018) (replacing the Data Protection Act 1998) we will permanently delete information for all unsuccessful applications, and we will not keep candidate information on file for future vacancies at this stage of our process.