



**Great Heights Academy Trust**  
**Riverside Mills, Elland**  
**Finance Assistant**  
**Permanent role, 37 hours per week**  
**Full time**  
**Salary range: £26,421 to £31,364 (depending on experience)**

This is an exciting opportunity to join the central team at Great Heights Academy Trust as a Finance Assistant. We are seeking to recruit an individual to work within our team who has the inspiration, drive, and the motivation to want to make a difference to the lives of young people.

The Finance Assistant will work as part of the central Finance Team to assist in providing a high quality, efficient, effective, and supportive finance service for the Academies within our Trust. A high standard of communication, organisational, time management and customer service skills are essential.

Ideally 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 an accounting software system would be an advantage 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 [j.priestley@greatheightstrust.org.uk](mailto:j.priestley@greatheightstrust.org.uk)

**Closing date:** 9am Thursday 15<sup>th</sup> August 2024

**Interview date:** Wednesday 21<sup>st</sup> August 2024

*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.