



Comberton Village College
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Finance Assistant
Scale 4, Point 7-11 £20,092- £21,748 FTE
20 hours per week, term time plus 2 weeks (negotiable)
Required ASAP

Actual salary: £ 9,482.09 pa (based on 20 hours worked, 40 weeks per year and includes holiday pay)

The Cam Academy Trust is seeking an experienced Finance Assistant to support our very busy team at Comberton Village College. We offer quality financial support to our clients which include students, teachers and operational staff but we also work with a wide range of suppliers and external agencies. Support, training & development is available as part of this role.

We are looking for a committed, flexible and reliable person with good finance experience. Knowledge of SAGE 200 would be an advantage, but an understanding and experience of finance systems and Excel spreadsheets is a requirement. You should be able to accurately process transactions for the College from initial order to payment, follow systems and processes to keep accurate records of the College finances and offer support to the Finance Manager to ensure the College financial processes are robust and followed at all times.

The successful candidate will have exceptional organisational skills, be able to work at pace and pay close attention to detail.

How to apply:

Please complete and return the Support Staff Application form. Your application should be supported by a letter of application (consisting of no more than 2 sides of A4 printed) which explains the reason for your interest and your relevant track record that confirms you could fulfil the expectations of the role.

Applications should be submitted to: Mr M Norman c/o Mrs L Atherton, HR Manager on personnel@combertonvc.org or via the post, by midday on **Monday 28th September 2020**. Please note that we do not accept CV's.

The Cam Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful candidates will be subject to an enhanced DBS check, barred list check and a medical questionnaire.