

## Vacancy Advert

<b>Job Title:</b>	Finance Assistant
<b>Closing Date:</b>	Friday 16 June 2023
<b>Interview:</b>	w/c Monday 19 June 2023
<b>Start Date:</b>	ASAP/To be confirmed*
<b>Salary:</b>	£23,425 FTE. Which equates to a pro-rata salary of £17,405 for 30 hours per week, 41 weeks per year (term time plus 2 weeks inc. INSET days)
<b>Location:</b>	The Special Partnership Trust Office, Pencalenick, School, Truro (although the successful candidate may occasionally be required to work in other schools within the Trust; Redruth, Penzance, and Par)
<b>Contract type:</b>	Part Time: 25 - 30hrs per week, (47.781 paid weeks), term time plus 2 weeks (including INSET days)
<b>Contract term:</b>	Permanent

We are seeking to appoint an enthusiastic Finance Administrator to work within the Central Services team performing necessary duties to support business processes, compliance, growth and development.

Applicants should be flexible, enthusiastic, comfortable working on their own initiative and be able to prioritise workload to meet necessary demands and deadlines. Previous experience working in a busy financial environment would be an advantage, although a can-do attitude, good work ethic, attention to detail and a willingness to learn is far more important. Training and guidance will be provided once in post together with a possibility of undertaking the AAT Qualification for the right person.

The role is available immediately and we would like the successful candidate to start as soon as possible depending on notice periods etc.

If you have the commitment, energy, initiative and drive to help us meet our core values - then we welcome your application.

In return we offer excellent onsite training and support together with a wealth of staff benefits (please visit our Vacancies section on our website for further information).

We are committed to safeguarding children and the successful applicant will be required to undertake an enhanced Disclosure and Barring Service (DBS) check.

Please visit the Special Partnership Trust website [www.specialpartnership.org](http://www.specialpartnership.org) for further information and an application form. For any further information, please contact; Gaynor Edwards, Trust Accountant, [gedwards@specialpartnershiptrust.org](mailto:gedwards@specialpartnershiptrust.org).

Completed applications should be returned to: [gedwards@specialpartnershiptrust.org](mailto:gedwards@specialpartnershiptrust.org) no later than Friday 16 June 2023. We look forward to receiving your application.