

Brentwood Academies Trust
St Martin's House
Hanging Hill Lane
Hutton
Brentwood
Essex CM13 2HG
Tel: 01277 238300



www.brentwoodacademiestrust.org

Executive Headteacher: Mike O'Sullivan

Accounts Assistant

Required ASAP

Full-time (37 hours per week)

Monday to Thursday 8.00am to 4.00pm, Friday 8.00am to 3.30pm

Salary range: LGS point 21 within the range 21-25

£21,138pa to £23,708pa

(includes outer fringe allowance)

Brentwood Academies Trust is seeking a suitably qualified Accounts Assistant. The successful applicant will work closely with the BAT Financial Controller to record, monitor and prepare financial data ensuring adherence to financial regulations and internal control procedures.

The role requires the ability to achieve set targets within tight deadlines necessitating a high level of accuracy with good communication, IT and organisational skills. Applicants will need to demonstrate experience of financial administration, ideally within an educational environment.

For more information on the above vacancy, please see our website:

www.st-martins.essex.sch.uk or access the Brentwood Academies Trust website at www.brentwoodacademiestrust.org or contact Mrs L Knight 01277 238348 or email: lknight@st-martins.essex.sch.uk.

The Governing Body will ensure that all staff, job applicants, and students seeking admission to the school do not suffer direct or indirect discrimination on the grounds of sex, race, age, disability, sexual orientation, marital status, religion or belief, and are not disadvantaged by any other condition or requirement which cannot be shown to be justifiable.

Closing date: Monday 7th January 2019 at midday.