



COLLABORATIVE LEARNING TRUST

Working Together to Secure Success

Farnley Lane, Otley, LS21 2BB, CEO: Janet Sheriff
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TRUST FINANCE ASSISTANT

Salary Scale B3 (Points 7-11)

Actual salary £11911-£12893 per annum (full time equivalent £20092-£21748)

25 hours per week term time only + 10 days

Permanent post

We are looking to appoint an accurate and self-motivated individual to join the busy and growing Multi-Academy Trust Finance Team to deal with all aspects of the purchase ledger. They will also assist with the weekly banking and help to ensure that all financial records and filing systems are maintained accurately and efficiently.

The successful candidate will have:

- previous purchase ledger experience, ideally in a multi-site environment
- good literacy and numeracy skills
- effective computer skills and the ability to adapt to new systems/software
- the ability to ensure accuracy and observe confidentiality at all levels
- excellent organisational and communication skills
- the ability to work effectively with colleagues as part of a team and individually
- the ability to relate to children and other adults

The Collaborative Learning Trust places children at the very centre of everything that we do. The provision of key central services by the Trust enables individual schools to focus even more on providing an outstanding school experience for children and young people – in line with the Trust's vision. As a recently formed Multi-Academy Trust, founded on existing school partnerships in Yorkshire, we are proud of what we have achieved so far and excited about the future.

We are committed to safeguarding and promoting the welfare of our students and an Enhanced DBS check will be required for this post. We aim for diversity within our workforce.

Closing date Friday 13 November 2020 at noon

For more information and an application form please click on the 'Vacancies' tab at www.princehenrys.co.uk. Please note we do not accept CVs.