

Finance Assistant

We are seeking to appoint an enthusiastic finance assistant to join the finance team, providing financial and administrative support at Fullbrook.

Fullbrook is a mixed 11-18 Academy classified by Ofsted in March 2017 as Good. In 2019, 84% of students achieved 4+ in GCSE English and 85% of students achieved 4+ in Maths.

Key responsibilities of the role include:

- Purchase Ledger operation and maintenance
- Cash book operation including bank account reconciliations
- Managing financial donations

Fullbrook is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share and demonstrate this commitment. The successful applicants will be subject to an enhanced DBS Check via the Disclosure and Barring Service.

As a leading member of the Guildford Education Partnership Multi-academy Trust (GEP), Fullbrook works closely with George Abbot and other partner schools to share expertise and resources to ensure a broad curriculum provision and high quality teaching.

Closing date for applications is 9am on Monday 30 September Interviews to follow

Contact: Helen Parsonage, HR Officer
Email: parsonageh@fullbrook.surrey.sch.uk
Website: www.fullbrook.surrey.sch.uk

Salary: Payscale GS4, FTE £18,698 - £20,653 (pro rata £8,174 - £9,029)

Location: Surrey – Situated within close walking distance of West Byfleet station, the main line rail link to London Waterloo. Close road links to M25 and A3, M3 and M4.

Contract type: 18 hours per week, Monday, Thursday and Friday, term-time plus one (40 weeks). The ability to work 21 hours per week is desirable.

Contract term: Fixed, ending 22 July 2020.