

Central Finance Assistant

Grade 5 (Scale Point 6) £25,183pa £13.0537ph pro rata

37 hours per week daily, 39 weeks (term time only plus one week)



Learning for Life Multi Academy Trust has three high performing schools located in a beautiful part of the country on the edge of the Lake District National Park and within in the centre of our communities in and around Cockermouth.

We are welcoming applications for the role of Central Finance Assistant to ensure all schools have business and finance processes well supported and embedded. Helping our schools be as efficient as possible and applying consistent approaches across our Multi Academy Trust are key features of the role. Working in a small friendly team you be supported and coached to develop within this new role.

Successful candidates will have the skills to work in finance/business office environment, a willingness and enthusiasm to develop their skills in school settings and be an excellent team member. Candidates should hold, or be willing to work towards, a relevant NVQ or equivalent qualification at the appropriate level or be able to demonstrate equivalent experience. GCSE grade 4 or above as a minimum in English and maths (or equivalent) is required.

We are committed to safeguarding and promoting the welfare and well-being of children, we engage with young people and staff on policy and practice developments, and we proactively encourage feedback and we expect all staff and volunteers to share this commitment. The successful applicant will be subject to appropriate checks and undertake an enhanced DBS and where appropriate to the post, a requirement to complete a Childcare Disqualification declaration.

Applicants will be considered on the basis of suitability regardless of sex, race, marital status or disability. Disabled applicants who meet the essential criteria will be interviewed

Information and an application form is available on our website: <https://learningforlifetrust.co.uk/>

If you want to find our more please contact us via mstillie@learningforlifetrust.co.uk

A completed application form should be returned to recruitment@cockermouthschool.org no later than **09:00 on Monday 6th January 2025**.