**Finance Assistant Job Advert**

St Andrew’s School is a small independent school which caters for pupils with social and communication difficulties and specialises in working with pupils with Autistic Spectrum Disorders.

We currently have a vacancy for a part time (15 hours per week all year round) Finance Assistant to join our committed and hardworking staff team as soon as possible.

We are looking for someone who:

* Is good with numbers
* Is honest, trustworthy and able to keep information confidential
* Has good attention to detail
* Can communicate effectively
* Has knowledge of excel, payroll software and accounting software
* Has prior experience of working in a financial capacity
* Will come into work with a smile on their face and a positive attitude

We are able to offer you:

* A friendly committed staff team to work with

If you feel that you have the qualities that it takes to work in our setting we would love to hear from you!