**Finance Assistant - Required as soon as possible.

Grade:**2B SCP 8-12 (£19,945 - £21,589 - 36 hours) (£9,376 - £10,149 - 20 hours, term-time only)

**Working Hours:**20 Hours per Week -Term Time Only (hours and working pattern negotiable)
**Contract Type:**12 months

The Governors of Broughton Jewish Cassel Fox Primary School are looking to appoint a highly skilled individual to the position of Finance Assistant. This is an exciting opportunity to join our vibrant, friendly organisation.

The successful applicant will be able to demonstrate a strong work ethic and will have a flexible approach to the tasks they undertake. As our Finance Assistant, you’ll assist in efficiently processing orders, invoices, deliveries, income and petty cash transactions in-line with the schools financial policies and procedures, under the guidance of the Business Manager. The ability to work well both independently as well as part of a team is important. The position will be ideally suited to someone with previous experience of working in a finance role.

We are looking for someone with excellent numeracy and literacy qualifications and have excellent ICT and organisational skills. In addition, you’ll be able to build strong working relationships with others.

Broughton Jewish Cassel Fox is an Orthodox Jewish Primary Academy serving the Salford community. We are an Equal Opportunities Employer and invite applications from all denominations.

Situated close to Manchester City Centre the school benefits from easy access across the region by car, train and bus and is located just a five-minute drive from Junction 17 off the M60.

If you feel you have the skills required we look forward to hearing from you. If you would like to find out more about the position please contact Mrs Helen Cusick, the Business Manager. Helen.cusick@salford.gov.uk

**We are looking for someone who:**

* has previous finance experience;
* has the ability to work well under pressure managing competing priorities;
* is committed to upholding the Jewish ethos of this wonderful school.

**Broughton Jewish Cassel Fox Primary School offers:**

* A welcoming and caring environment for all
* Support to achieve high standards;
* A family and community atmosphere with well-behaved children and friendly, dedicated staff.

Broughton Jewish Cassel Fox Primary School is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. The post is subject to an enhanced DBS check and the provision of positive references.

Our core data protection obligations and commitments are set out in the council’s primary Recruitment and Employment Privacy Notice which can be found at <https://www.salford.gov.uk/gdpr>

**Completed application forms to be returned to Helen Cusick** Helen.cusick@salford.gov.uk **by Monday 25th November 2019 12.00pm (noon)**

**Interview Date:** w/c 2nd December 2019
**Start Date:** As soon as possible