

Thrive Education Partnership Requires

Trust Finance Assistant

Salary: £25,119 - £27,803

36.5 hours per week

Thrive Education Partnership,

3rd Floor, 18-19 Bennetts Hill

Birmingham, B2 5QJ

Website: www.thrive.ac ,

Chief Executive Officer: Richard Chapman

Thrive Education Partnership (TEP) is looking to appoint a full time Finance Assistant to work as part of our vibrant Trust Finance and Administration team. Our developing Multi-Academy Trust currently consists of six academies.

You will possess a sound basic level of financial knowledge, competence and experience and will ideally be fully conversant with Sage Intacct accounting. Experience of the schools sector would be an advantage.

Working alongside the Trust Finance Manager, you will be responsible for most elements of purchase ledger accounting and you will assist with day-to-day financial operations for our expanding MAT.

You will be a genuine team player, prepared to support the small and friendly team who run our busy Finance function as required. Supporting the academy in terms of other administrative duties will also form part of this role.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role

Application forms and details can be obtained via the web site.

www.thrive.ac

Completed forms should be sent by email to vacancies@thrive.ac

Closing date for applications, Sunday 7th April 2024

Thrive Education is committed to safeguarding and promoting the welfare of young children and people and expects all staff to share this commitment. An enhanced DBS and social media check is required for all successful applicants.