



Fairfield High School, Peterchurch, Hereford, HR2 0SG

[www.fairfield.hereford.sch.uk](http://www.fairfield.hereford.sch.uk)

## **Senior Finance Assistant**

**Required January 2018**

**30 hours per week permanent term time only + 5 days**

**£20,138 to £23,398 Pro rata**

We require an enthusiastic and committed Senior Finance Assistant to join our busy team in the beautiful Herefordshire countryside. You will work closely with the Director of Finance and Finance Assistant to ensure the smooth running of the School Finance department. You will oversee all transactions on the School's finance system, assist with the production of monthly finance reports, complete bank reconciliations and VAT claims. You will have significant relevant experience in a finance role and be AAT qualified or equivalent.

Fairfield High School is committed to safeguarding and all vacancies involving working with children are subject to an enhanced Disclosure and Barring Service check. References will be taken up before interviews are held.

Further details and an application form for the role are available on our website or email [admin@fairfield.hereford.sch.uk](mailto:admin@fairfield.hereford.sch.uk)

**The closing date for applications is: 28<sup>th</sup> November 2017**

**Interviews will be held on Monday 4<sup>th</sup> December 2017**