

**Finance Assistant**  
£20,092 to £21,748 per annum  
Permanent

**A great opportunity for flexible working**

36.25 hours per week over five days, working all year round. Alternative working hours and arrangements will be considered and should be raised at interview.

**Are you ready to apply your finance and data entry skills and experience to a unique opportunity?**

Bright Futures Educational Trust is seeking an exceptional Finance Assistant to join Bright Futures' Finance department to undertake various finance activities with a priority on an accounting service for balance sheet reconciliations and payroll activities. By providing an efficient and cost effective finance service this role enables schools to focus on teaching and learning and make the most of the resources available. You will be fully supported by an experienced and successful team. We offer further opportunities for professional development, including funded accountancy/finance qualifications.

**We are looking for a Finance Assistant who is...**

- exceptionally well organised with excellent time management skills
- ambitious with a determination to succeed
- an effective communicator
- a team player

**Think this could be you?**

We offer a great place to work and we are an organisation which really lives its values of community, integrity and passion.

You will find full details of the post and Bright Futures in the comprehensive information pack on our website: <http://bfet.co.uk/vacancies/>.

The link to the application form can also be found here: [Finance Assistant Application Form](#)

How to apply for the post is also contained in this pack and the closing date is 12pm (midday) on Tuesday 26<sup>th</sup> October 2021. Selection will take place on Tuesday 2<sup>nd</sup> November 2021.

**Bright Futures Educational Trust is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be carried out and references will be sought for shortlisted candidates and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.**