

**Finance Assistant**

£20,092 to £21,748 per annum

A great opportunity for flexible working

We are committed to your professional development and offer time off for fully funded finance qualifications

**Are you AAT level 4 qualified and looking to apply your skills to a unique opportunity?**

We are seeking an exceptional Finance Assistant to undertake various activities with a focus on providing an accounting service for balance sheet reconciliations and payroll activities. You will be supported by an experienced and successful team with opportunities for professional development.

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

- exceptionally well organised, with excellent time management skills
- self-motivated and 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 Friday 3<sup>rd</sup> December 2021. Selection will take place on Tuesday 7<sup>th</sup> December 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.**