



VACANCY

Finance Assistant L3 Temporary Contract 37 Hours Term Time plus 5 days

We currently have a vacancy for a full-time Finance Assistant to support the accounting administration and processes of the Trusts Central Finance team. The successful candidate will need to have accounts experience, requiring a high level of accuracy as well as ensuring full compliance in line with the Academies and Trust Financial regulations and policies. You will be based primarily at Cardinal Newman School the registered Head Office of the Trust but maybe required to travel to other school sites.

If you feel you have the necessary skills to support the daily operation of the busy finance office, we look forward to receiving your application.

For further details and an application form please contact Michaella Leek at the school address, telephone 01582 587515 or email personnel@cardinalnewmanschool.net

Registered Company Number: 9660515

St Alban Catholic Academies Trust | Cardinal Newman Catholic School | Warden Hill Road | Luton | LU2 7AE Tel: 01582 597125

