

# Trust Finance & Staff Administrator

**Salary range: Grade 14 to 12 depending on experience**

**£11.98 - £15.43 per hour, pay award pending**

**Employer pension contribution 24.4%**

**Salary is paid on a pro-rata basis, term time only  
plus 1 or 2 weeks to be worked during the school holidays**

**Hours flexible to suit the right candidate**

Due to the continued expansion of our trust, Preston Primary Academy Trust is looking to appoint a motivated, highly organised team player who has accurate financial skills and can demonstrate attention to detail.

This exciting opportunity will involve working within the trusts Central team to support schools in the provision of a comprehensive financial and administrative support service by undertaking a range of financial, administrative and clerical support functions.

## The successful candidate will:

- Have excellent IT skills including Microsoft Word and Excel and a good basic education with 5 GCSEs (at Grade C or above), or equivalent, including Maths and English Language.
- Desirable but not essential is a knowledge and experience of using FMS and SIMS.

## We can offer you:

- The opportunity for further professional development.
- The opportunity to gain experience in a variety of schools.

## How to Apply:

Please apply in writing by completing the application form. This can be found at:

<https://www.prestonprimaryacademytrust.co.uk/>

## Application Deadline: Thursday 28<sup>th</sup> November

Preston Primary Academy Trust reserves the right to remove a vacancy before the closing date.

Completed applications and a covering letter should be submitted to

[ppat@ppat365.org](mailto:ppat@ppat365.org)

or posted to:

Mrs V Lea, Trust HR Officer,

C/o Kingfisher Primary School, Kingfisher Drive, Yeovil, Somerset, BA22 8FJ

Visits to the trust Central offices or any queries regarding the role are welcome; please telephone to make an appointment.

*PPAT is committed to equal opportunities and safer recruitment practice, pre-employment checks including criminal background check via the disclosure procedure will be undertaken before any post is confirmed.*



Preston Primary Academy Trust  
C/o Kingfisher Primary School,  
Kingfisher Drive,  
Yeovil,  
Somerset,  
BA22 8FJ  
Tel: 01935 676350  
Email: [ppat@ppat365.org](mailto:ppat@ppat365.org)  
Website: [www.prestonprimaryacademytrust.co.uk](http://www.prestonprimaryacademytrust.co.uk)