**SNMAT Finance Assistant**

Salary: NJC Grade 4 £23,398 - £25,303 (FTE - £25,992 - £28,624)

Contract: Permanent, 37 hours per week term time plus 2 weeks

Location: Jubilee House, Southwell, Nottinghamshire (A hybrid working scheme can be offered)

An exciting opportunity has arisen for a self-motivated and enthusiastic individual to join the Diocese of Southwell and Nottingham Multi Academy Trust as Finance Assistant. The post-holder will assist and support the Finance Manager and Business Director with the operation of the finance services for the Trust as it continues to grow and develop alongside the Finance Assistants already in post.

The ideal candidate will have a good academic standard of education, relevant experience of financial administrative (or similar) services or functions and excellent organisational and administration skills including use of IT. Financial qualifications, such as AAT level 3, would be an advantage but not essential. Good communication skills, an ability to handle sensitive and confidential information with discretion and the ability to think creatively and flexibly are also essential.

The job description is available via the SNMAT website. <https://www.snmat.org.uk/vacancies/>

For an informal discussion about the role please contact Kellyanne Harkness on 07591 202199.

**Please send your expressions of interest to Kellyanne Harkness by 9:00 am Monday 28th July 2025**

**Interviews – WC 28th July 2025 (TBC)**

**SNMAT is committed to safeguarding and promoting the welfare of children and would expect anyone joining the academy to share the same ethos. All candidates are subject to safer recruitment procedures. The post is subject to an enhanced DBS disclosure.**