



The Directors of The Three Saints Academy Trust are looking to appoint a highly motivated **Finance and HR Assistant** with strong organisational skills reporting directly to the Finance Directors based at St Mary & St Thomas CE Primary School, Barton Close, St Helens, WA10 2HS. The person appointed will provide finance and HR administration support to the Finance Director including processing financial transactions, credit control and HR administration.

The successful candidate will have excellent ICT skills, great communication skills and be extremely well organised.

20 hours per week over four days (days and times negotiable) at SCP 7-11 (term time only)

FTE Salary - £19,554 - £21,166

Actual salary - £8,846 - £9,576

The Three Saints Academy Trust is committed to safeguarding and promoting the welfare of children and young people and adheres to the Equality Act 2010. We expect all staff and volunteers to share this commitment. The successful candidate will be required to undertake an enhanced Disclosure and Barring Service check. To comply with the Asylum and Immigration Act 1996 all prospective employees will be required to supply evidence of eligibility to work in the UK.

Closing date: 25th November 2019

Interviews: 29th November 2019

Post to commence **6th January 2020**

Any questions regarding the post can be directed to the Finance Director by email kim.sawe@three-saints.org.uk