

**Based primarily at Brunswick Nursery School,
Young Street, Cambridge, CB1 2LZ**

Finance Assistant

We are seeking to appoint a friendly, efficient and pro-active Finance Assistant for our busy nursery school.

Part time : 14 hrs per week 3 days 1.30pm – 4.00pm, Fridays 8.30am – 4.30pm (term time only)

Pay range: NJC Scale 6, point 18

We can offer:

- A friendly environment where everyone is respected and valued
- An ethos of team work and collaboration
- A supportive and lively team
- A commitment to professional and personal development

We are looking for:

- The ability to work well with other staff members
- Previous experience of working in a finance role in a school or other organisation
- Experience of Invoicing and BACS runs
- Experience of monitoring and management of budgets
- Previous administrative experience & excellent IT skills
- Someone who is well motivated and approachable with a positive attitude
- Ability to prioritise workload and have excellent organisational skills
- Someone with commitment, enthusiasm, flexibility and a sense of humour
- Someone who will maintain and promote the caring, positive ethos of the school

Further details and an application pack are available on request. Please email office@brunswick.cambs.sch.uk or telephone 01223 508790

We are committed to safeguarding and promoting the welfare of our children and expect all staff to share this commitment. All posts are subject to pre-employment checks, references will be sought and successful candidates will need to undertake an enhanced DBS check.

We are an equal opportunities organisation which welcomes applications from all sections of the community.