

**Finance Assistant– Permanent**

**To start 21st February 2022 (flexible)**

Actual Salary: £14,490.16 – £15,956.39

Including outer Fringe Allowance of £397.68  
25 hours per week, 42 weeks per year

**Are you:**

**Interested in working towards your AAT qualification**

**Conscientious and focused**

**Energetic, enthusiastic and hard working**

**Passionate about working around pupils who have special needs**

**Committed to working collaboratively as part of a multidisciplinary team**

Parkwood Hall is a residential and day school for pupils aged 8-19 years with moderate to severe learning difficulties and other complex needs including autism and language difficulties. We are passionate about our Co-operative values of self-help, self- responsibility, democracy, equality, equity and solidarity.

Parkwood Hall aims to provide an outstanding and supportive learning environment which challenges students to achieve success. The core learning values, which are at the centre of the curriculum, focus upon developing the student’s resilience and ability to make informed life choices.

We are looking for a committed and pro-active finance assistant. The successful candidate will join a supportive school where we invest in our staff. Working alongside the Senior Finance officer and Director Resources in ensuring the running of an effective and efficient finance function. There is opportunity for growth in the organisation and support in completing the AAT qualification. This is an exciting time to join Parkwood Hall with many projects planned for the schools development.

Please read through the job description and ensure you explain how you match the needs of the school in your application form.

Application forms and further information can be requested from [contact@parkwoodhall.co.uk](mailto:contact@parkwoodhall.co.uk)

Please note that CV’s alone cannot be accepted.

All posts are subject to references, enhanced clearance from the DBS and a 6-month probation period.

***Parkwood Hall Co-operative Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our Candidate Privacy notice can be found on our website.***

We welcome applicants from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation, or religion.

This position is exempt from the Rehabilitation of Offenders Act 1974 and an enhanced DBS Disclosure is required.

**Closing date: Noon on 24th January 2022**

**Interview date: W/C 31st January 2022**