



Diocese of Middlesbrough



Fides Caritas Unitas

ALL SAINTS RC SCHOOL

Diocese of Middlesbrough

Head Teacher: Mrs S L Keelan-Beardsley



Upper Site: Mill Mount, York, YO24 1BJ * Tel: (01904) 647877 * Email: usreception@allsaints.york.sch.uk * Sixth Form: 6admin@allsaints.york.sch.uk
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City of York Council
All Saints RC School
Mill Mount
YORK
YO24 1BJ

Diocese of Middlesbrough

Finance Assistant

Contract type: Full Time, Permanent
Salary: Grade 5 Level 1-4 (£20,779-£21,929)
Start Date: October 2022

The governors of All Saints York are seeking to employ an organised, efficient and diligent person to provide effective support in our busy finance office at this outstanding secondary school.

The successful candidate will:

- Have a positive and flexible approach
- Be organised in their work with excellent attention to detail
- Be personable with the ability to communicate effectively and maintain confidentiality
- Be tenacious and refuse to stop until the required outcome is achieved.
- Have tact, discretion and diplomacy when dealing with staff but have the stature and firmness to ensure accounting policies, procedures and principles are strictly adhered to by all.

This is an exciting opportunity for an ambitious professional to work as part of a supportive, friendly and dedicated finance team. You will also benefit from a quality professional development programme as part of our teaching school alliance.

If you are passionate in your belief that good financial management can directly benefit the lives of young people, we look forward to receiving your application.

All Saint's RC School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this



Compassion



Truth



Respect



Forgiveness



Justice



Service



Gentleness



Humility



Stewardship

commitment. We will require the successful applicant to undertake an ENHANCED criminal record check via the DBS.

For further details and application form please download from our website: www.allsaints.york.sch.uk. Return Application Forms by post or email to recruitment@allsaints.york.sch.uk

Applications should be returned by post or electronically to recruitment@allsaints.york.sch.uk by 9am Friday 30 September 2022.

Interviews: TBC