

# VACANCY

## Accounts Assistant



**Matrix Academy Trust Head Office, Leamore Lane, Bloxwich, WS2 7PS**

**Three Vacancies (two full time, 1 part time, all year-round roles)**

**Full time starting salary: £23,410 | Start Date: November 2023**

*Due to Trust growth we are seeking to appoint three Account Assistants. Two vacancies are full time, 37 hours per week, Monday to Friday, 8:00am to 4:00pm. We also have one part time vacancy, 15 hours per week, Monday to Friday, 12:00pm to 3:00pm.*

### **The role:**

This is a great opportunity to join an evolving and growing finance department within a thriving Trust. You will play a vital part of the finance team, this is a varied and interesting role which ultimately contributes to the education of the pupils within the Trust. Key responsibilities of the role include school trip management, debtor management, processing and printing purchase orders and monthly reconciliation of credit card orders.

### **About you:**

The post requires an individual who has the ability to use their own initiative and is adaptable to meet the changing needs of the Trust and demands of our schools. Other key skills and experience will include:

- Previous experience of working within a similar role for at least 2 years;
- A strong understanding of financial processes and procedures;
- Having a good level of competence in using computerised accounting software;
- Having the ability to work in a busy office environment that often demands high levels of concentration.

Please see the job description for comprehensive list of the exact duties.

### **About us:**

It is an exciting time to join an expanding and thriving Trust. Our central Head Office supports seven Academies across the West Midlands with over 800 staff employed and 7,000 pupils. We always say 'if it's not good enough for our own families it's not good enough for our pupils' and we really mean what we say. Every child deserves an exceptional education. Our high expectations underpin everything. We believe no one wants to work somewhere where things are 'ok'. It's frustrating when other people aren't working as hard as you are. We offer a range of staff benefits including an Employee Assistance Programme and Cycle to Work Scheme.

Visit <https://matrixacademytrust.co.uk/vacancies/> to download an application form and send to Angela Denham [ADenham@matrixacademytrust.co.uk](mailto:ADenham@matrixacademytrust.co.uk)

**Application Deadline: Thursday 9<sup>th</sup> November 2023**

*Please note that suitable candidates will be called for interview and we reserve the right to remove any advertised role early.*

### **Safeguarding Notice:**

Matrix Academy Trust is committed to safeguarding and promoting the welfare of children. All appointments are subject to an enhanced DBS clearance and preemployment checks in accordance with Keeping Children Safe in Education