



FINANCE ASSISTANT

Full Time, Permanent

Salary: £22,000 - £27,000 per annum depending on qualifications and experience

This is an exciting opportunity for a Finance Assistant to join the Finance department of James Allen's Girls' School (JAGS). The Finance Assistant will work closely with the Finance team, other staff members and suppliers to ensure that suppliers' payments are processed efficiently, cash is handled appropriately and credit card transactions and accounted for on a timely and accurate basis.

The Finance Assistant will offer a professional, friendly and efficient service in line with the needs of JAGS. The post holder will deliver in all areas of their responsibility in an empathetic way which is consistent with the culture and ethos of the School.

We offer:

- A diverse benefit package including free parking, free gym membership and free lunches
- An opportunity to join one of the leading independent girls' schools in the country
- An opportunity to be supported in gaining a profession accounting qualification
- Generous Pension scheme
- Free access to the Dulwich Picture Gallery
- Cycle to work scheme
- Staff remission on school fees

Please visit our website <https://www.jags.org.uk/day-to-day/vacancies/> to download a JAGS Support Staff Application Form, candidate pack and full job description. For further information please contact recruitment@jags.org.uk or James Allen's Girls' School, 144 East Dulwich Grove, London SE22 8TE. Letters and CVs only will not be accepted.

Closing date: 31 July 2022

Interviews: Week commencing 8 August 2022

Interviews may be held at any stage after applications are received, therefore, interested candidates are advised to apply as soon as possible. We reserve the right to close this vacancy earlier than the specified deadline, if a suitable candidate is found.

JAGS is committed to equality of opportunity, diversity and inclusion in our school community. Safeguarding and promoting the welfare of children and young people are at the heart of everything we do and JAGS expects all staff and volunteers to share this commitment. An enhanced DBS will be required for the successful candidate.

Reg charity No 1124853