

## **Finance Assistant**

### **Permanent Full time year round**

### **37.5 hours per week**

An exciting opportunity has arisen to join Seaford College's Finance Department. A varied and interesting role.

Responsibilities include purchase invoice processing, purchase ledger management, payments runs, expenses, supporting procurement, contribution to accuracy of nominal ledger, budget preparation, management reporting and annual accounts.

You are flexible, proactive, and well organised with excellent communication skills and great attention to detail and accuracy. Experienced in a financial office environment and a team player your enthusiasm and patience is backed up with experience and / or qualifications in the finance field.

For further details and to download an application pack please upload your CV on this site and visit our website **Error! Hyperlink reference not valid.**

Closing date: 6th June 2022

**Seaford College, Lavington Park, Petworth. GU28 0NB** **Error! Hyperlink reference not valid.**

*All job offers are subject to enhanced DBS check and other checks to our satisfaction.*

**Strictly no agencies**