

**THE ROYAL LATIN SCHOOL
Buckingham MK18 1AX**

FINANCE ASSISTANT

**(Bucks Pay Range 3 - Full-time salary equates to £22,245 per annum)
15 hours per week (pattern of hours to be agreed with the successful candidate)
38 weeks per annum
(to fit around summer holidays)
Pro rata salary £7,457 (£11.53 per hour)**

The Buckingham Partnership is a thriving SCITT provider (School Centred Initial Teacher Training) part of The Royal Latin School, based at Bourton Business Park in Buckingham. We are looking for applicants with experience in finance/accounting to support the SCITT manager and Director with the administration of the SCITT finances, in collaboration with the Royal Latin School finance team.

The role involves (for full details see Job Description):

- Processing invoices
- Raise invoices to our partnership schools
- Reconciling the budget monthly
- Managing and maintaining office supply
- Liaising with suppliers
- Supporting the SCITT Manager with some administrative duties

The Royal Latin School is committed to safeguarding and promoting the health, welfare and well being of children. The successful candidate will be subject to an enhanced Disclosure & Barring Service (DBS) check and satisfactory references

Please contact the Director of The Buckingham Partnership, Becky Ellers, bellers@royallatin.org for further details and applications.

Closing date: Thursday 18th March @ 09.00a.m.
Interviews: 23rd March 2021