|  |  |
| --- | --- |
| **Finance Assistant, 30 hours per week, whole year** | **L:\Admin\Logo\TVCT Logo\Tees Valley Collaborative Trust logo.png** |

Tees Valley Collaborative Trust established in November 2017, is a Multi Academy Trust based in the North East of England. [www.tvc.ac.uk](http://www.tvc.ac.uk)

We are seeking to appoint an experienced Finance Assistant to assist with the day to day running of the Finance function and contribute to its continuing development. You will hold a professional level 3 finance qualification, or be working towards one, and have excellent organisation, administrative and time management skills. You will need to be pro-active in liaising with other staff and external people/organisations, particularly in the absence of the Deputy Finance Manager.

You will be part of a centralised Finance Team based at the Prior Pursglove College site in Guisborough.

Salary: Support Staff Pay Spine, Points 7 - 11

Actual starting salary £16,348 per annum (based on an FTE of £20,163 per annum).

,

Closing Date: noon on Monday 8th February

Interview Date: Friday 12th February

Start Date: 1st March 2021, or as soon as possible thereafter.

Please contact the HR Officer at HR@tvc.ac.uk for further information or download an application form from [www.pursglove.ac.uk](http://www.pursglove.ac.uk)

CVs will not be accepted.

Tees Valley Collaborative Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

As this post involves direct contact with, or unsupervised responsibility for, children or vulnerable adults the successful candidate will be required to undertake a Disclosure and Barring Service check before taking up the position. Additional checks will include; identity checks, qualification checks and employment checks, including the investigation of any gaps between jobs and two satisfactory references.

**TEES VALLEY COLLABORATIVE TRUST**

**PRIOR PURSGLOVE AND STOCKTON SIXTH FORM COLLEGE**

Church Walk

Guisborough

TS14 6BU

Tel: 01287 280800

Email: HR@tvc.ac.uk