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**Bishop Stopford's School**

**Brick Lane, Enfield, Middlesex, EN1 3PU**

**Tel: 020 8804 1906 Fax: 020 8216 1760**

[www.bishopstopfords.enfield.sch.uk](http://www.bishopstopfords.enfield.sch.uk)

Headteacher: Ms T Day

**Finance Administration Assistant**

**Start: ASAP**

**Hours: 36 hours per week x 38 weeks per annum**

**Salary: Scale4, Point 7**

Bishop Stopford’s Church of England School is looking for a Finance Administration Assistant to join a friendly and supportive department as soon as possible. We require a highly accurate and proactive individual to assist the Finance Manager / School Business Manager in the administration of the schools finances and in supporting the smooth operation of the school office. This role requires someone who has a high level of attention to detail who enjoys working in a busy environment

Further information and an application pack is available on the school website [www.bishopstopfords.enfield.sch.uk](http://www.bishopstopfords.enfield.sch.uk). We are located in Enfield, North London within easy access of the M25.

**Closing date: 12pm, Friday 20th September 2019**

**Interviews: Thursday 26th September 2019**

Bishop Stopford’s is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.  We are committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed.