

**Bishop Bewick Catholic Education Trust**  
c/o Sacred Heart High School  
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Newcastle upon Tyne  
NE4 9YH  
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### **FINANCE ASSISTANT**

**Term Time only 37 hours per week plus 3 Additional Days**  
**Salary: N4 £19,650 - £20,852 (£16,627 - £17,644 actual pro rata salary)**

We require an enthusiastic Finance Assistant to support our strong and supportive Finance team. You will need to enjoy working in a very busy environment and have excellent organisational, communication and IT skills to give effective support to the Trust. Experience of working in a school is not essential, applications from all office backgrounds are welcome.

The Governing Body are committed to safeguarding and the protection of its pupils. The post is subject to an Enhanced DBS check.

Application forms and further details are available on the Trust website and returnable to: [recruitment@bbcet.org](mailto:recruitment@bbcet.org)

**Closing date: 9.00am Friday 22<sup>nd</sup> April 2022**

**Interviews: to be held shortly after this date**

**Please send applications via email to [recruitment@bbcet.org](mailto:recruitment@bbcet.org)**