

Principal: Nicola Ashton BA (Hons), NPQH

Kepier  
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### **Finance Support Assistant**

**37 hours per week Permanent 52 weeks All Year Round**

**Salary - Dependant upon experience**

We have an exciting opportunity available for a full-time Finance Support Assistant to join our team at Kepier.

We are looking to employ an enthusiastic, outgoing and adaptable individual who has the ability to succeed in the above role.

The successful candidate must have a proactive and positive approach, be confident in working effectively within a busy and challenging environment, and be capable of dealing with multiple tasks whilst maintaining high levels of customer service at all times.

The right candidate will be AAT qualified. The experience or the ability to carry out administrative tasks, including the ability to present work clearly and professionally, is essential. Experience of using SAGE for Education is required.

Kepier is committed to promoting and safeguarding the welfare of children and young people. Enhanced Certificate of Disclosures are required for this position. Please note that in all cases written references will be sought and made available to interviewers before the final selection stage. This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore will be subject to a DBS check from the Disclosure and Barring Service.

Application form, job description and person specification are available online at [www.kepier.com](http://www.kepier.com). Applications should address the candidate profile, key attributes and evidence experience relating to the full job description.

Applications only please, no CV or covering letters, to be returned to Sonia Younghusband HR Manager by email to [recruitment@kepier.com](mailto:recruitment@kepier.com) no later than noon on 18th October 2021. Interview dates to be arranged.

We fully appreciate the time and effort required in completing an application and, whatever the outcome of this particular process, we are grateful for your interest in working at Kepier and wish you every success with your future career. Applicants who have not been contacted within 2 weeks of the closing date should assume they have been unsuccessful.

Registered Office:  
Dairy Lane, Houghton-le-Spring,  
Tyne and Wear DH4 5BH  
Company Registered in  
England and Wales:  
Registered Number 07693870

