



Bilton Grange Primary School  
Bilton Lane, Harrogate  
HG1 3BA

info@ycatschools.co.uk  
01423 709 600  
www.ycatschools.co.uk

*'Working and learning together to improve children's lives.'*

## Trust Finance Administrator Yorkshire Collaborative Academy Trust

<b>Job Type</b>	<b>Trust Finance Administrator</b> <b>Required ASAP</b> <b>16 – 18 hours per week – term time only</b> <i>(This could fit a flexible working pattern)</i>
<b>Salary</b>	Band E - SCP 6-8 (£23,897 - £24,708) pro rata (£8,834 - £10,267)

### About the role

Yorkshire Collaborative Academy Trust is looking to appoint a confident, effective and highly motivated Finance Administrator to work as part of our central services team, supporting all of our Trust schools and their communities. The successful candidate will be an integral part of our Trust team with a passion for delivering high-quality outcomes which will include:

- Processing of Invoices, checking to purchase orders, ensuring appropriate authorisation in accordance with agreed procedures and timescales.
- Investigating and resolving supplier invoices under query arranging returns and ensuring that refunds or credit notes are received.
- Input of standard information to the Finance system (suppliers, debtors etc.) in accordance with procedures

### Why work for Yorkshire Collaborative Academy Trust?

YCAT is a successful and growing multi academy trust, and this is a great opportunity to work with our supportive central and school teams, who work together "Making a difference to improve children's lives." There is a warm and friendly ethos across our Trust which stems from a strong sense of team spirit. We offer access to continuing professional development to help develop and progress your career. In addition, the role is eligible for membership of the Local Government Pension Scheme, one of the largest pension schemes in the UK. LGPS membership includes generous employer contributions in addition to other scheme benefits.

### Further Information

Completed applications must be returned to [info@ycatschools.co.uk](mailto:info@ycatschools.co.uk). Applications must include a completed application form, for safeguarding purposes. A CV alone is not sufficient.

<b>Closing date</b>	9am, Friday 8 <sup>th</sup> December 2023
<b>Interviews</b>	w/c 18 <sup>th</sup> December 2023

