



**Aldenham**  
founded 1597

**Finance Assistant (Job Share)**  
**Accounts Payable/Receivables**  
**Thursday & Friday**  
**14 hours per week**  
**Full Year**

The Aldenham Foundation is looking to appoint a Finance Assistant to work as a Job Share on Thursday and Friday.

This is an integral part of the Foundation Finance team, with main responsibility of accounts payable, petty cash and cash posting.

The successful candidate must have accounts experience along with intermediate excel skills.

If you are interested in applying please return the Application Form to [vacancies@aldenham.com](mailto:vacancies@aldenham.com)

**Closing date: 19<sup>th</sup> July 2017**

**Interviews: will be held on Friday 28<sup>th</sup> July 2017**

*The School is committed to safeguarding, promoting British values, promoting the welfare of children and young people and the prevention of extremism and radicalization.*

**CV'S ALONE WILL NOT BE ACCEPTED**