



THE
MARIST
SCHOOL
ASCOT

Finance Assistant
Full Time/All Year Round
£22,693pa inclusive

Set in beautiful woodlands in the village of Sunninghill, near Ascot, The Marist School is a leading independent Catholic day school for girls aged 2 to 18. The Marist employs over 130 members of staff and we are proud to be a diverse community that fosters a family spirit across the school.

We believe that education is much more than the acquisition of knowledge; it is about the development of character and curiosity in a vibrant learning environment and we are looking for Finance Assistant, who will have responsibility for the School's purchase ledger and can assist the bursar in delivering our vision of excellence within the School's finance department.

The successful candidate will be proficient both written and verbal English, have the ability to relate to both staff and the general public and be able to manage the schools purchase ledger activity. They will possess the drive to inspire and challenge our pupils to be the best they can be. They will have a background in a finance related role and honour the Catholic ethos and culture in the School.

Staff at The Marist School are part of a warm and welcoming community that are at the heart of the School. In return, our staff enjoy a defined benefit pension scheme, allocated on-site parking, free meals and access to fitness facilities. This role represents an outstanding opportunity for an enthusiastic and dedicated Finance Assistant, that is looking to become a qualified accountant. The Marist has a strong culture of professional development and opportunities for progression are available.

Application information is available from the school website: <https://www.themarist.com/our-school/career-opportunities> or contact us directly at The Marist School, Kings Road, Sunninghill, Ascot, Berkshire SL5 7PS, Tel: 01344 624291

Prospective Candidates are invited to contact Peter Granville, Bursar for an informal discussion about the role: p.granville@themarist.com

The post will remain open until the position is filled and applications will be reviewed as received.

Please be advised that suitable candidates may be interviewed before the closing date, and The Marist School reserves the right to withdraw the position if an early appointment is made.

The Marist School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). All posts at The Marist are subject to satisfactory statutory employment checks and referencing.

Feet on the ground. Reaching for the stars.