



Mill Hill County High School

Worcester Crescent, London NW7 4LL

FINANCE ASSISTANT

SALARY SCALE – SCP 23 - 26 (£25,628 - £28,557)

**36 hours per week
Term Time Only plus 2 weeks**

We are looking to appoint a School Finance Assistant. This is a great opportunity for someone with excellent IT skills, attention to detail and the ability to exercise high levels of accuracy to join a high performing and over-subscribed secondary school. The role will involve high level administration and responsibility for the accurate input and timely administration of financial records.

Please email the completed application form to leonarda@mhchs.org.uk.
Closing date 12pm, Monday 1st November 2021.

We reserve the right to close the advert sooner should we need to.

Mill Hill County High School is an Equal Opportunities Employer.
We comply fully with the ethos of safer recruitment and undertake
all relevant checks, including enhanced DBS clearance.