



Sunninghill
PREP SCHOOL DORCHESTER

Part time Finance Assistant

10 hours per week plus 5 hours per month

Hours: 5 hours per day on Mondays & Wednesdays during term time, plus an extra 5 hours each month throughout the year including during school holidays.

Salary dependent upon experience

Sunninghill Prep School are looking to recruit a team player who will contribute to the vibrant life of the school and to provide financial assistance to the Bursar. Main duties are bookkeeping and Payroll.

Sage 50 Accounts and Sage Payroll experience is essential. Together with excellent numeracy and financial skills for this important support role.

Please email bursar@sunninghill.dorset.sch.uk for details and an application package.

Closing date Friday 8th March 2019

Sunninghill Prep School is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring service.