



# ST PIRAN'S

Inspiring Confidence

## School Accountant and Human Resource Administrator

St Piran's School is a thriving Independent Prep School set in beautiful grounds in the heart of Maidenhead. Just a few minutes' drive from the M4, A4, and A404 and a short walk from Maidenhead Train Station, the School is an easy commute from the surrounding area.

St Piran's is seeking a dynamic and highly-motivated qualified accountant who enjoys a varied workload, and would relish the opportunity of having a key management role in the lively and vibrant environment of a highly successful prep school.

As a Qualified Accountant, the post holder will be responsible for managing the School's Finance and Accounting function. With excellent interpersonal skills, they will also deliver HR administrative support and will hold a leading management role within a professional and hard-working team.

This is a full-time, permanent position

Salary Range: £40-45,000

If you are interested in applying for this position, a full job description and application form is available at

<http://www.stpirans.co.uk/>

Please send a covering letter and completed application form to the Bursar's Assistant or by e-mail to [c.benn@stpirans.co.uk](mailto:c.benn@stpirans.co.uk)

**The closing date is 6 December 2017**

*St Piran's is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All successful applicants will be required to undergo child protection screening including checks with current and previous employers and the Disclosure & Barring Service*