



Head of Finance and Operations

Job Description

Berlesduna Academy Trust has an exciting opportunity for a Head of Finance and Operations to join the team.

The position is 37 hours per week, 43 weeks per year.

Salary Band SMG1, Point Range 55. Actual Salary £50083 per annum.

Applications Close 12th October 2017 (midnight), Interviews to take place 20th October 2017.

Berlesduna Academy Trust is based in Basildon and currently comprises three primary schools. The MAT is developing rapidly to become a vibrant, exciting and dynamic place to learn and work.

The Directors of the MAT are seeking to appoint an individual with a strong financial and/or commercial background to work closely with the CEO as Head of Finance and Operations.

This is a key role with responsibility for the financial and business administration of the MAT. The role will be to manage the day to day running of the finances and operations of the schools within the MAT. This will involve building good relationships with your budget holders and Headteachers as well as the managing of staff and monitoring of the budgets and operations throughout the year.

Ideally this will suit someone who has good extensive knowledge of maximising grant funding, developing and implementing strategies, key objectives, systems, processes and procedures relating to finance and best value as this will be an integral part of the position. The ability to provide clear and concise financial information both verbally and in written form to a range of audiences is essential. Knowledge of the MAT sector would be seen as a bonus.

Berlesduna is Trust that values and invests in staff, excellent training, development and planned career progression.

Application

Applications will not be considered if a visit prior to application is not undertaken. Visits can be arranged by contacting Catharine Davis at HR@berlesduna.co.uk or by phone 01268 442406.

Please take care to complete the application in full as incomplete applications will not be considered.

We reserve the right to close the vacancy early so recommend that you submit your application at your earliest convenience.

The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.

All successful applicants will be subject to an enhanced DBS check, medical clearance and satisfactory references.

We are an equal opportunities employer.

Documentation

The following documents are attached

- Berlesduna Equal Opportunities Form
- Berlesduna Recruitment and Selection Policy
- Job Description
- Person Specification