



Finance Officer

School House, Church Road, Basildon SS14 2EX

Job Description

Berlesduna Academy Trust has an exciting opportunity for a Finance Officer to join the team.

The position is 37 hours per week, 41 weeks per year.

Salary Band 3, Point 17 (within range 17-21). Actual Salary £17185 per annum

Applications Close 23rd September 2018, Interview date TBA.

Berlesduna Academy Trust is based in Basildon and currently comprises five primary schools as well as a Teacher Training Partnership and Autism Hub. The Trust is growing rapidly and is a vibrant, exciting and dynamic place to learn and work.

We are seeking to recruit an experienced and enthusiastic Finance Officer who will contribute to the smooth running of the Trust Head Office by providing valuable support to the Head of Finance and Operations

You will:

- Have experience of working within a financial administration, ideally within an educational environment, with a good understanding of financial procedures, reconciliations and budget management
- Have strong organisational skills and the ability to work with accuracy and attention to detail
- Have the ability to work independently and prioritise effectively to meet strict deadlines
- Have excellent IT skills

If successful you can expect:

- A warm, friendly, encouraging team of school based and centrally based staff
- Structured support and supervision with regular team meetings
- A range of training and development opportunities

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

Application

We advise a visit to the Trust is made prior to application. Visits can be arranged by contacting Lisa Alderson at lisaalderson@berlesduna.co.uk or by phone 01268 464759.

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.

Internal Trust applicants may apply by submitting a supporting statement to hr@berlesduna.co.uk by the closing date.