

SENIOR FINANCE OFFICER

Exeter Learning Academy Trust (ELAT) is a partnership of primary schools based in Exeter. The Trust currently has four schools: Alphington Primary School, Bowhill Primary School, Ide Primary School, and St Thomas Primary School. Our aim is to be a people focused organisation with strong principles of enabling every child and adult within our Trust to thrive. We have high aspirations for all our children, regardless of their starting point, and in turn expect our staff to have high aspirations of themselves. We believe that our strength lies in working together and using our collective skills and expertise to benefit the children in our schools.

ELAT is entering an exciting period in its development. We have reorganised our core administration function and are seeking to strengthen our Finance team and recruit a further highly organised, professional and ambitious people to fill the post of Senior Finance Officer. The role will require you to work 35 hours per week, term time only plus two weeks equating to 40 weeks per year. Salary Grade E SCP 16 to 22 £24012 to £27041 F.T.E.

You will work within the four schools and must be an excellent communicator, with a proactive and friendly approach. The ability to multitask, work flexibly and perform well under pressure to meet tight deadlines is essential. You will need to liaise confidently with School staff and Senior Managers.

If you feel that you have the skills and abilities that we are looking for and are interested in working in an environment that is committed to promoting the most positive outcomes for our children and staff, we would be delighted to hear from you.

ELAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and operate in accordance with the Safeguarding and Child Protection Policy. All applicants will be subject to a full Disclosure and Barring Service.

Please note: travel between schools is a necessity of these roles and therefore candidates will need to drive and have their own car.

The closing date for applications is 12 noon on Tuesday 14th September 2021. The Application form and job details are available to download at:

<https://www.exeterlearningacademytrust.co.uk/vacancies/>

Please email your applications to: jobs@elatschools.com

Interviews will be held week commencing the 20th September 2021

If you wish to talk to us further about any of the roles, then please contact Pauline Woodbridge by email in the first instance: pwoodbridge@elatschools.com. Please email a contact phone number and we will call you.