

Employer: Exeter Learning Academy Trust
Title: Finance Officer
Salary Grade: E £15.33 - £16.93 per hour
Hours: 35 hours per week, 40 weeks per year
Terms: Permanent post
Closing date: Monday 13th January 2025 9.00am
Interview Date: Wednesday 21st January 2025

FINANCE OFFICER

Exeter Learning Academy Trust (ELAT) is a partnership of schools based in Exeter. Our aim is to provide a quality education that creates opportunities for every one of our pupils to enable them to achieve their ambitions. The Trust currently has four partner schools: Alphington Primary School, Bowhill Primary School, Ide Primary School, and St Thomas Primary School.

We are looking for a highly organised, professional and ambitious person to fill the post of Finance Officer. This role will give you the opportunity to develop your skills and knowledge as part of a small team providing financial support and services to the schools within the trust. We welcome applications from both experienced applicants and those who are keen to develop their careers – this could include supporting an individual who is working towards formal accountancy qualifications. 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 (£29,572 to £32,654 (full time equivalent)).

You will work within ELAT 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 be a member of the Central Shared Services Team and will need to liaise confidently with School staff and Senior Managers.

The Trust is a people focused organisation with strong principles of enabling every child and adult 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.

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 expect all staff and volunteers to share this commitment. We encourage you to read our Safeguarding Policy before applying. We will ask for references and conduct an online search for all shortlisted candidates. The successful applicant will be subject to an enhanced DBS check.

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 9.00am on Monday 13th January 2025. 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 on Wednesday 21st January 2025.

If you wish to talk to us further about any of the roles, then please contact Pauline Woodbridge by email pwoodbridge@elatschools.com or telephone on 01392 343546.