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| Post Title | **Finance and Administration Officer** |
| Place of Employment | **Brookfield Junior Academy\***  Aston Community Education Trust |
| Hours of Work | **37 hours per week (Monday to Friday), term time**  Term time includes working 2 out of 5 INSET days each academic year as directed, with availability to work any or all of the remaining 3 INSET days at short notice should the need arise. |
| Salary | **Band E Pro rata salary £17,387 - £18,820**  points 7 – 11 (based on a full time salary of £20,092 - £21,748)  *The salary will increase by an equivalent of 5 days of pay if the appointee has 5 years or more continuous service with the Local Authority.* |
| Appointment | **Permanent, commencing December 2021** |

An opportunity has arisen for a Finance and Administration Officer to join Brookfield Junior Academy.

The Finance and Administration Officer is an instrumental post in providing efficient and effective administration service, and we are seeking to appoint a highly skilled individual who is able to co-ordinate the various tasks required in a busy junior academy office. The post-holder will lead a small multi-disciplinary team, co-ordinating and undertaking a variety of finance, administration and reception services for the academy.

This is an exciting role and is a key appointment in supporting the provision of an excellent learning environment for pupils within the academy. It may be attractive to those already in an administrative/finance role, or those who can demonstrate transferable skills from another role. Training on school systems will be provided, and applications are invited from enthusiastic and positive individuals who demonstrate a can-do attitude.

You will be:

* Extremely organised and able to balance multiple tasks and priorities
* Approachable and with excellent interpersonal skills
* An efficient and effective administrator
* Accurate in a variety of administration and finance tasks
* Able to co-ordinate the work of a small administration team
* able to contribute to CPD of colleagues in the academy and the wider trust
* committed to promoting positive values, attitudes and behaviour

\*The role is based at Brookfield Junior Academy but may involve working at other academies within the trust.

For further information and to apply, please visit the vacancies section of our website: [www.brookfieldjunioracademy.org](http://www.brookfieldjunioracademy.org). Completed applications should be returned by email to [vacancies@astoncetrust.org](mailto:vacancies@astoncetrust.org) by 9.00am on 6th December 2021.

We undertake to make any ‘reasonable adjustments’ to a job or workplace to counteract any disadvantages a disabled person may face. This post involves working with children and therefore if successful, you will be required to apply for a disclosure and barring services check at an enhanced level. Further information about the Disclosure Scheme can be found at [www.homeoffice.gov.uk/dbs](http://www.homeoffice.gov.uk/dbs)

ACET is committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment.

Please note if you have not received a reply within three weeks, your application has been unsuccessful.