

Great Height Academy Trust

School Street, Greetland HX4 8JB Telephone: 01422 372893

Website: <https://greateightstrust.org.uk/>

'Great Heights Academy Trust strives to always provide an inspirational, positive and welcoming environment where there is a sense of pride and fun and where everyone works together, with confidence, enthusiasm and mutual respect'

FINANCE MANAGER

Hours: 30 hours per week, all year round

Possible option of working term time only plus 20 days, for the right candidate

Salary: PO1 – PO4 point 27-30 - £25,416 - £27,391 (£31,346 - £33,782 FTE)

Great Heights Academy Trust is at an exciting stage of growth and development. To support our ambitions, we are seeking to recruit an experienced Finance Manager to assist the Chief Finance Officer with all aspects of the effective operation of the Trust's finance function.

The Trust Finance Manager will work as part of the Finance Team in order to provide a high quality, efficient, effective and supportive finance service for all academies and designations within the Trust. A willingness to work flexibly within the team is essential as are strong organisational, time management and customer service skills.

The main role of the Finance Manager will be:

- To support the CFO in the preparation of accurate ESFA financial returns and other external reporting requirements.
- To manage the finance team of the central Trust to ensure the integrity of all internal financial reporting.
- To provide oversight of the financial management processes of the constituent academies and their finance / administrative staff to ensure sound and appropriate financial governance arrangements are in place.
- To support the CFO in the monitoring of the Trust's constituent academies and designations accounts and budgets.

We are looking for a key member of the Trust Team:

- Who embraces the vision and values of the trust.
- Who has a strong business acumen and the tenacity to get things done.
- Who inspires confidence from stakeholders and the executive trust leaders.
- Who has the highest expectations for their own performance and can inspire high standards.

What you will need:

- At least 4 years' experience of working in finance/accountancy
- Be able to demonstrate an understanding of all aspects of management accounts and double entry accounting
- The experience of working with financial information and presenting information for a variety of purposes and audiences.
- Experience of managing budgets and reporting on budget forecasts.
- Experience of working with a variety of people and communicating effectively across schools/departments.
- Formal accountancy qualification (CIMA, AAT, ACA, ACCA, CIPFA,). Part qualified maybe considered.

What we offer:

- The opportunity to work with a progressive and forward thinking, Multi Academy Trust.
- Opportunities for development and career progression.
- Benefits include –generous holiday entitlement, contributory pension through West Yorkshire Pension Fund.

Great Heights Academy Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. Applicants to posts that are exempted from the Rehabilitation of Offenders Act will require a DBS (formerly CRB) from the Disclosure and Barring Service, the appropriate pre-employment checks that will include references from previous employers, confirmation of the right to work in the UK before the appointment is confirmed.

The Trust is committed to ensuring security and protection of personal data, in line with the Data Protection Act 2018 (DPA) and General Data Protection Regulation (GDPR). Personal data will be used for the purpose of recruitment and employment processing.

To apply or for further information, please download a full application pack from the Great Heights Academy Trust website: <https://greateightstrust.org.uk/employment-opportunities/>

If you have any further questions, please direct these to Amanda Rawson, Chief Finance Officer at a.rawson@greateightstrust.org.uk or telephone 01422 761019

Please return your completed application form by email to Katherine Humphreys, HR Manager at recruitment@greateightstrust.org.uk or alternatively post to: The Greetland Academy, School Street, Greetland, Halifax HX4 8JB, marking the envelope 'FAO Katherine Humphreys

**Closing date for applications: Monday 29th November 2021 at 9.00 a.m.
Interviews will take place on Thursday 9th December 2021.**