



**Great Oak Multi Academy Trust**

School Street, Great Chesterford, Essex CB10 1NN

Telephone: 01799 530292

**MAT Finance Manager**

**Scale 8, SCP 25-28, FTE £32,020-34,723 pa (Actual salary £12,274.02-13,310.14 pa)**

**15 hours per week, term time plus 5 weeks non-term time**

We are seeking to appoint an enthusiastic, professional and highly motivated Trust Finance Manager, based at Great Chesterford, as soon as possible. This is an exciting and challenging post which will provide opportunities for the successful candidate to support the Trust and develop their own skills.

We require a flexible individual with excellent interpersonal and communication skills who will undertake the strategic financial planning and management of the Trust.

The successful applicant will have:

- Experience of financial planning, financial management and budgetary control within an organisation.
- Accounting qualification and/or relevant experience.
- Excellent computer skills including software relating to finance, Excel and Microsoft Office suite.
- Strong communication skills for a range of stakeholders.
- Excellent organisational skills including the ability to use their own initiative.
- A cheerful and positive attitude, with the ability to remain calm under pressure.

The post is for 15 hours per week term time, plus 5 weeks non-term time. The working pattern is flexible and can be discussed at interview. There would be scope for some remote working.

Great Oak MAT is a small friendly Trust made up of Great Chesterford C of E Primary Academy and Debden C of E Primary Academy, connected by a common commitment to learn from each other by sharing good practice and experiences, as well as supporting each other across the Academy community. Our purpose is to work as a team to develop collaboration to ensure every child within Great Oak MAT has the best possible educational experiences. Visits to our friendly Trust are warmly welcomed and encouraged. These can be arranged via the school office on 01799 530292.

**Closing Date: Midday on 5 December 2022**

**Interviews: 7 December 2022**

Application forms, job description and person specification can be downloaded via the Trust website.

Great Oak Multi Academy Trust has a strong focus on promoting Christian values. To find out more about this exciting opportunity and our Trust, please visit <http://www.greatoakmat.co.uk>. Please email your application or further queries to [sdyster@greatchesterford.essex.sch.uk](mailto:sdyster@greatchesterford.essex.sch.uk)

*Great Oak Multi Academy Trust is committed to the safeguarding, protection and welfare of children and young people and we expect all staff and volunteers to share this commitment. Following safer recruitment procedures, the successful applicant will be subject to satisfactory references and enhanced DBS checks.*