



**ALEC REED  
ACADEMY**  
PROUD TO LEARN

**3 - 19 Years (Mixed)  
Academy in Northolt,  
London Borough of Ealing**

# Finance Officer

**Salary: £31,000 - £36,000**

**Local Gov Pension, free parking, family friendly benefits**



*'All staff were so welcoming and friendly when I joined ARA. I love the fact that every day is different and very rewarding in my role' SaFE Worker.*

This is an exciting opportunity to join a forward-looking Academy with a small but highly professional Finance Team. The position has become available due to the external promotion of the current postholder. The Team is at the heart of the Academy with excellent links to other support teams including Data, HR and IT, forming a positive community serving teachers and students.

We are based in West London/Ealing. The working hours are Monday to Friday from 8am to 4pm, year round working with a generous annual leave, pension and benefits entitlement. This position is to commence as soon as possible.

#### **The role:**

- The Finance Officer will assist the Chief Accountant and Senior Finance Officer with accounting, payroll, reporting and using financial resources to ensure good governance, value for money and financial control across the Primary and Secondary phases of our although academy
- The role offers varied exposure to different tasks drawing on a range of inter-personal, technical and problem-solving skills
- Essential requirements are experience in a Finance setting, accurate and methodical approach to work, skill in analysing numerical data and IT literate with good proficiency in Excel

#### **What we have to offer you:**

- An Ofsted 'Good' school and an exciting place to work
- As an Investor in People, we offer excellent career and professional development opportunities
- Employer's pension contribution of over 19%
- Free on-site parking, subsidised meals and family friendly policies including dependents entitlement
- Regular nominated staff rewards and free breakfasts are also welcomed by staff.

#### **Commitment to safeguarding:**

- ARA is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination
- The aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best.

#### **How to apply:**

- Come and visit us for a personal tour if you like, or you could visit the 'Quicklinks - Vacancies' section of our website for more information and an application form: [www.alecreedacademy.co.uk](http://www.alecreedacademy.co.uk)
- If you prefer to talk, our HR department would love to chat: 0208 8414511.

**Closing date for completed applications: Sunday 14th April 2024 at midnight**  
**Interviews will be held Wednesday 24th April 2024.**

We reserve the right to hold interviews in advance of the closing date should a favourable application be received.

*ARA is committed to the protection and safety of our learners. The successful applicant will be required to undertake an enhanced criminal record check via the Disclosure and Barring Service prior to commencing the role.*

**Judged as Ofsted Good in 2023**

