

Vacancy Position

Finance Officer

Location

Portico Academy Trust, 59 Ronald Hill Grove, Leigh-on-Sea, SS9 2JB

Salary

Range: Level 7, point 21 to 27, £32,115 to £37,035 (actual £29,686 to £34,234)

Hours of work

37 hours per week Monday to Friday, 9am to 5pm.

Term time, plus INSET days, plus 3 weeks of holidays (42 weeks per year)

Please note: Two weeks of this holiday working will need to be done in line with the Trust financial year end in Aug (dates to be directed by the Director of Finance).

Start Date

3rd November 2025

About the Role

We are looking to appoint an enthusiastic Finance Officer to join the central team of the Trust. The successful candidate will have excellent written and oral communication skills, strong organisation and attention to detail skills and be able to communicate with colleagues and stakeholders in a positive and helpful way.

The successful candidate will ideally have:

- Excellent administration skills, working to a high level of efficiency, accuracy and confidentiality.
- ACA/ACCA/CIMA part qualified or qualified, or equivalent vocational training
- Experience of using a computerised accounting system like Access
- Experience of using a payroll system like EPM
- Exceptional organisational, communication and IT skills, with experience of working with Microsoft Office Programmes.
- Have excellent attention to detail and accuracy.
- Experience of finance or business management in a school/Trust desirable.
- Knowledge of SIMs or other information management systems desirable.
- A flexible, calm, friendly, approachable and professional manner.
- The ability to work well within a team and independently.

If you wish to join our friendly and committed team, we would like to hear from you.

For more information about the role and a description of the type of candidate we are looking for please see the attached Job Description and Person Specification for more detail.

For further details or an application pack, please contact Director of HR, Mrs Rebecca Sanderson, Portico Academy Trust, Ronald Hill Grove, Leigh-on-Sea, Essex SS9 2JB.

If you wish to apply for this role, please contact Rebecca Sanderson for an application pack at:

Telephone: 01702 987890 ext 310

Email: recruitment@porticoacademytrust.co.uk

Closing Date: 1st September 2025

Interview Date: 8th September 2025

We reserve the right to close this advertisement early if we receive a high volume of suitable applications or are able to fill the position faster than originally anticipated.

Please include a cover letter with your application form, commenting on how you feel you meet the person specification criteria and providing an insight into your relevant experience.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All appointments are subject to an enhanced DBS check and shortlisted candidates should be aware that the school will consider carrying out online searches as part of the due diligence on short listed candidates.

Application Documents

Support Staff Application Form

Finance Officer Job Description

Finance Officer Person Specification

Application Email

Email: recruitment@porticoacademytrust.co.uk