



Four Cs Multi Academy Trust

MAT Finance Officer

37 hours per week
52 week contract
Grade 7 Point 12
Salary £27,711

The Four Cs Multi Academy Trust is looking for an additional member of staff to join our highly successful Finance Team. The role is based at Arthur Mellows Village College, the lead secondary school in the Trust.

The Finance Team provide a fundamental role in ensuring the Trust's financial systems are correct and up to date at all times. The Finance Officer role involves all aspects of a Finance Department, from Purchase and Sales Ledger, Reconciliation (bank and monthly balance sheet), Payroll and Budgeting. Full details of the post are included in the Job Description.

Hours of work will be Monday to Thursday 8.30 am to 4.30 pm and Fridays 8.30 am to 4.00 pm.

Strong personal qualities such as confidence, integrity and presence are sought. Consistent and effective communication are required together with the ability to use own initiative.

This is an exciting time to be joining the MAT as it grows, all schools in the MAT have a common interest of improving standards for students in Peterborough. The Trust's vision is to ensure that every student succeeds; build on what learners already know; make learning vivid and real; make learning an enjoyable experience; and enrich students' learning experience.

We can offer you:-

- Local Government Pension Scheme
- 25 days holiday plus bank holidays
- A dedicated programme of support and access to National College online training.
- Friendly and supportive colleagues.
- Access to a free, confidential counselling service.
- Onsite car parking, free.

Full details of the post and how to apply can be found on the Trust website www.fourcsmat.org.uk including a job description and person specification. Informal enquiries should be directed to Faye Skinner, HR Officer, via email, vacancies@arthurmellows.org
We reserve the right to close the job advert early should we receive a high number of applications.

Closing date: **Noon on Monday 13 January 2025**

The Four Cs MAT is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments involve regulated activity and are subject to an Enhanced DBS disclosure with children's barred list check and two successful references. Online searches are carried out on all shortlisted candidates.