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**Bedford Inclusive Learning & Training Trust**

Greys Education Centre

Manor Road

Kempston

MK42 7AB

**Senior Finance Administrator**

**LEVEL 4AS points 14 – 19, £21,141 – £23,340 pa (gross pro rata)**

**Term Time + 5 Training Days + 2 weeks, Permanent**

**37 hours per week**

A proactive, highly efficient, suitably qualified and experienced finance professional is required to join our established, friendly Finance Team at Bedford Inclusive Learning and Training Trust (BILTT).

BILTT is a multi-academy trust of special schools for pupils with various special needs. The Trust is currently made up of 3 special schools, soon to increase to 4, with our new Special Free School being built.

Experience in a school setting is preferable but not essential. This post would suit an experienced Finance Assistant who wants to make the next move on their career path. You will work closely with the Director of Finance and Operations and other finance staff to support the Trust’s member academies in all financial support functions.

You will provide high quality financial processing support service to academies within the Trust and contribute effectively to the Finance Team. All academies in the Trust are closely located to one another which lends itself to many opportunities to work closely and collaboratively.

We encourage interested candidates to get in touch and have a discussion to see what makes us great!

This is a term time + 5 training days + 2 weeks, permanent post for 37 hours a week, to start ASAP. The additional 2 weeks will be worked during school holidays to ensure the efficient running of the finance function of the Trust.

Membership of the Local Government Pension Scheme is offered.

The closing date for all applications is 9.00 am on Monday 11th October 2021.

Interviews will be held w/c 1st November 2021.

Application packs for this exciting post can be obtained from our website at <http://www.greys.beds.sch.uk> or <http://www.forms.bedford.gov.uk/BILTT/> by emailing [bernice.russell@billt.org](mailto:%20bernice.russell@billt.org) or telephoning 01234 407100, sorry CVs cannot be accepted.

This post is subject to Enhanced DBS Clearance, satisfactory references, health clearance and a 6-month probationary period? This post is exempt from The Rehabilitation of Offenders Act 1974.

BILTT is committed to safeguarding, Prevent, the welfare of pupils and ensuring equality of opportunity for all pupils, staff, parents and carers; irrespective of age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race, belief, sex or sexual orientation and expects staff to share that commitment.