



FOUR Cs MULTI ACADEMY TRUST

TRUST DEPUTY FINANCE MANAGER

HOW TO APPLY

Applicants are required to submit a letter of application and complete a Support Staff Application Form.

When completing your application please note the following important points:

- i) Letters of application should be no more than 2 sides of A4 and addressed to Mr Oakley, Chief Financial Officer.
- ii) The application form must be completed clearly and in full, handwritten or typed is acceptable. Please do not leave any gaps on your application form, this includes exam grades and all previous work history.
- iii) We are unable to process any applications stating “see CV”.
- iv) The declaration on the application form must be signed.
- v) Informal enquiries should be directed to Faye Skinner on 01733 254062 or via email on fskinner@arthurmellows.org
- vi) Completed applications should be emailed to vacancies@arthurmellows.org
- vii) Originals must be posted to Mr Oakley, Chief Financial Officer, c/o Arthur Mellows Village College, Helpston Road, Glinton, Peterborough PE6 7JX. Please write ‘Trust Finance’ on the outside of your envelope.
- viii) **Closing Date for Applications: Noon on Tuesday 18 February 2025.**
- ix) We reserve the right to close the job advert early should we receive a high number of applications.
- x) Please note that if you have not heard from us within 2 weeks of the vacancy closing date it is safe to assume that you have not been shortlisted. The College is unable to provide feedback to candidates. If you have applied for the same role within the last 6 months please do not reapply.

The successful candidate will be expected to have good organisational skills, be competent in all areas of IT and most importantly be able to command the respect and co-operation of both adults and young people.

The Four Cs Academy Trust 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 2 successful references. Online searches are carried out on all shortlisted candidates. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children, in line with Keeping Children Safe in Education statutory guidance for schools and colleges.