



Four Cs Multi Academy Trust

Trust Senior Finance Officer

Full time
37 hours per week
Grade 9 Point 24
Salary £34,314

The Four Cs Academy Trust is looking to appoint a full time, enthusiastic Senior Finance Officer to join an established Finance Team in a supervisory role, working closely with and supporting the Trust Finance Manager to ensure the efficient operation of the Trust Finance function.

This is an exciting opportunity to join a growing, forward-thinking Trust. The Trust comprises of 3 secondary schools and 4 primary schools, all located in the Peterborough area, this role is based at Arthur Mellows Village College. It is crucial that the successful candidate can travel between the schools to meet the needs of the role. The Trust has an excellent reputation, all of our schools believe in developing young people to achieve their best possible outcomes.

This is a key appointment where you will be overseeing the operational aspects of financial management and control across the Trust, including supervising Finance staff, management accounts, month-end routines, payroll, budgeting, query handling and communication with various stakeholders. The priorities of the role will be to ensure timely, efficient and accurate processing of transactions by the finance team and maintaining well managed accounts to support the schools with their financial management.

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

The successful candidate will have a proven track record of working in a Finance role in a school finance office or a business office. This is an ideal career move for a Finance Officer, we are able to offer external training and inhouse support to learn the role. A flexible and adaptable approach will be required, as well as the ability to manage your own substantial workload to meet challenging deadlines.

The successful candidate will:

- Be highly organised, with the ability to balance multiple tasks and priorities
- Be approachable, with excellent interpersonal skills
- Be an efficient and effective administrator
- Have excellent communication skills and the ability to use own initiative.
- Have excellent attention to detail and accuracy
- Be committed to promoting positive values, attitudes and behaviour
- Have strong personal qualities such as confidence, integrity.

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.
- Free onsite car parking

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, on 01733 254062 or via email on fskinner@arthurmellows.org We reserve the right to close the job advert early should we receive a high number of applications, If you have previously applied for this role in the last 6 months, please do not reapply.

Closing date: Noon on Friday 6 June 2025

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 two successful references. Online searches are carried out on all shortlisted candidates.