



## **Great Heights Academy Trust, Riverside Mills Elland**

### **Finance Officer**

### **Permanent role**

**Salary: £29,269 - £31,364 (depending upon experience)**

**The salary advertised is for a full-time position at 37 hours per week. Part time working will also be considered (minimum 25 hours per week. Salary would therefore be pro rata accordingly)**

An exciting opportunity has arisen within the central Trust finance team, for an experienced Finance Officer to support all aspects of operation within the finance function.

The Trust Finance Officer will work as part of the Finance Team to assist in providing a high quality, efficient, effective and supportive finance service for all academies and designations within the Trust. A willingness to work flexibly within the team is essential as are strong communication, organisational, time management and customer service skills.

Having previously worked in a finance environment, the successful candidate will have experience in completing a range of financial transactions and producing accounts information. High levels of accuracy and attention to detail are essential as is a good level of IT skill. Producing detailed financial reports for key stakeholders will be a key part of the role.

The successful candidate will be experienced in working in a busy office environment dealing with multiple work streams, and will need to have at least 4 years previous experience gained within a similar role. Knowledge in accounting software system is also essential and the successful candidate will be proficient in using excel.

We are looking for someone who is adept at problem solving, with an ability to work independently to identify and resolve issues in a timely manner. You will be a team player with excellent interpersonal skills.

In return you will work with a progressive and forward thinking Multi Academy Trust where there are opportunities for development and career progression. As a Trust we offer many benefits including a generous holiday entitlement and contributory pension through the West Yorkshire Pension Fund. Great Heights Academy Trust is a growing multi-academy trust with seven schools in the West Yorkshire area with plans to further expand. In addition, we are home to a SCITT, Research School and an English Hub.

For a full profile of the MAT please visit: <https://greateightstrust.org.uk/our-trust/>

If you wish to apply for the role please return your completed application form, as a Word Document to Hayley Drummond, Recruitment Officer at [hdrummond@themfg.co.uk](mailto:hdrummond@themfg.co.uk)

**Closing Date:** Thursday 30<sup>th</sup> November 9am

**Interview Date:** 7<sup>th</sup>- 8<sup>th</sup> December

*Great Heights Academy Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment. This post is subject to an Enhanced DBS check.*

**GDPR Disclaimer:** Please note and appreciate that whilst we review all CV's and applications, due to the high volume that we receive on a regular basis, we can only respond to candidates that have been successful with their application. Therefore, if you do not hear from us within **14 working days of your application**, please accept that your application has been unsuccessful. In line with the General Data Protection Regulations (May 2018) (replacing the Data Protection Act 1998) we will permanently delete information for all unsuccessful applications and we will not keep candidate information on file for future vacancies at this stage of our process.