

<b>Title:</b>	Finance Officer
<b>Pay Range:</b>	Grade 3 to 4, points 5 to 14
<b>Salary:</b>	£19,650 to £23,484
<b>Hours:</b>	37 Hours Per Week
<b>Contract Type:</b>	Permanent
<b>Location:</b>	2a Vickery Way, Chilwell, Nottingham, NG9 6RY
<b>Application Deadline:</b>	9:00am Monday, 06 June 2022
<b>Interview Date:</b>	Wednesday, 15 June 2022
<b>Start Date:</b>	As soon as possible

**Have you got a head for numbers and an eye for detail?**

**Are you highly organised and efficient?**

**Do you want to work for a Trust that strives to have the best schools in the universe?**

**Will you make everyday count for our children?**

**If so, then we want to hear from you!**

The Flying High Trust are looking to appoint a Finance Officer to provide an effective, efficient and responsive high quality finance service across the Trust. You would be joining an exceptional and supportive team of professionals, who are relentless in our pursuit of excellence and our mission to make every day count for the children. Each of our individual roles has an impact on the future of our children and so, we put them at the heart of the decisions we make and the services we provide.

Flying High Partnership consists of two distinct parts: Flying High Trust and Flying High Futures. Flying High Trust is a Multi Academy Trust of 30 primary schools across Nottinghamshire, Derbyshire and Nottingham City. Our Flying High family work hard to deliver the best possible opportunities to our children. Through this partnership we are proud of our achievements and are recognised as one of the highest performing Multi Academy Trusts (MAT) in the country. Flying High Futures provides professional learning internally for staff across the Trust, and externally through Department for Education national programmes. Forming part of Flying High Futures is the Flying High Teaching School Hub, Flying High English Hub, and the Flying High cohort of Inspiring Leaders teacher training.

We are looking for someone who is excited to be a part of this partnership, with the relevant financial organisational and people skills to deliver a financial administration service that is effective, efficient and responsive, and supports in delivering the very best to every child, in every school.

**We can offer you:**

- A fantastic working environment, in a team that works together for the benefit of children in our schools

- Working with a committed and skilled existing finance team
- The opportunity to form part of our central team, working in close collaborations with our wider trust team and schools
- Support to develop you within this role, to be the best you can be, and to help you develop for your next career step
- An opportunity to be part of a supportive, developmental partnership
- The opportunity for quality Continuous Professional Learning
- A varied job where no day is the same!
- The opportunity for flexible working and a generous holiday entitlement.
- Pensions scheme with generous employer contributions.
- An organisation committed to supporting and enabling all staff

**We are looking for someone who:**

- Is passionate about using their financial skills to make a difference
- Is interested in education and impacting on the lives of children.
- Is motivated, pro-active and ensures accuracy
- Has excellent communication, interpersonal and organisational skills.
- Can work effectively with and without direction.
- Enthusiasm, energy, integrity, and professionalism.
- Is a team player.
- Has an eye for detail.
- Is willing to roll up their sleeves up and get stuck in.

**Your core duties will be:**

- To work with the mandatory guidelines within the Academy Trust Handbook and the Trust Financial Procedures Policy
- To be responsible for the safe keeping and accurate processing of financial records
- To undertake the delivery of a wide range of financial processing activities
- To ensure the efficient, pro-active and timely resolution of finance queries for schools and central team
- To provide support and training on the Trust accounting software
- Maintenance and monitoring of the trust wide purchase ledger
- Play an active role in securing best value purchase for all supplies and services to ensure the effective use of resources
- Collation of monthly reports from schools in line with Trust policies
- Preparation for and assistance with internal and external audit

**Closing Date:** Monday, 06 June 2022 at 9:00am  
**Interview will be held on:** Wednesday, 15 June 2022  
**Potential Start Date:** As soon as possible

If you wish to apply for this vacancy, please visit [Flying High Trust Careers Site Eteach \(51929\)](#) where you will be able to submit your application online.

If you want to know more or wish to discuss anything in more detail please contact Chris Stevens at [cstevens@flyinghightrust.co.uk](mailto:cstevens@flyinghightrust.co.uk)

For further information about the Flying High Partnership or if you require any support in relation to the /applications form please visit [www.flyinghighpartnership.co.uk](http://www.flyinghighpartnership.co.uk)

Our organisation is committed to safeguarding and promoting the welfare of children and expects all staff and post holders to share this commitment. We are committed to equality of opportunity for all staff and applicants. Applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.