

## **Finance Officer**

### **Salary: Scale 5 point 22 – 25 (Full Year Contract)**

We are seeking to appoint a Permanent Finance Officer to provide financial and administrative support to the Finance Manager. You will need proven skills in financial procedures and have experience, knowledge and understanding of accounting procedures in relevant ICT/Accounting packages. The five schools in the cluster are located in the area of Darwen and Salford including a primary school, a studio school, a UTC, an 11-18 school and an 11-16 school.

Aldridge Education is a charitable trust whose non-selective, entrepreneurial community schools and colleges help young people to reach their potential. We work in different regions across England where often the opportunities and prospects are most limited, and where the introduction of our entrepreneurial approach to education can have more benefit. To find out more about our academies, support and resources please visit [www.aldridgeeducation.org](http://www.aldridgeeducation.org).

### **The purpose of the role is local responsibility for payroll and:**

- **To provide a customer-focused and effective finance shared service operation that facilitates accurate, timely and efficient processing that meets the needs of all customers and stakeholders.**
- **To ensure that the Trust's financial processes adhere to financial regulations, the Academies Financial Handbook and any other requirements specified by the Director of Finance.**

To see the full job description and obtain an application form please visit:

[www.aldridgeeducation.org](http://www.aldridgeeducation.org).

### **To apply, please send application form, along with a covering letter to:**

sam.grimshaw@daca.uk.com

Or

Aldridge Education  
Darwen Aldridge Community Academy  
Sudell Road  
Darwen  
BB3 3HD

**Closing date for applications: 5pm Tuesday 12<sup>th</sup> February 2019 with interviews taking place the week commencing Monday 25<sup>th</sup> February 2019.**

*Aldridge Education is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All post holders are subject to an Enhanced Disclosure and Barring check.*