

Finance Officer

Hours: 37 hours per week

Permanent

Start Date: Sept 2022

Salary: Grade 7 £23953 - 27514

Location: Marcus House, Park Hall Business Village, Park Hall Road, Longton ST3 5XA

Manor Hall Academy Trust is a growing Multi-Academy Trust which consists of eleven Special Schools, two Alternative Provision Schools and a Central Office team. We are looking to recruit an enthusiastic and experienced Finance Officer to work in our busy Central team. Applications are invited from candidates who have excellent finance, administrative and interpersonal skills, with strong attention to detail and the dedication and enthusiasm to be part of a thoroughly committed team. The successful applicant must be flexible and show initiative with an excellent understanding of processing financial information. Applicants must be computer literate and proficient with the use of Word and Excel. Knowledge of PS Financials is desirable but not essential as training will be given. The successful applicant will:

- Provide support to the central team with purchasing, accounts payable and accounts receivable.
- Contribute towards month end and year end procedures.
- Contribute towards the efficient functioning of the Manor Hall central finance service.
- Work within established procedures and guidelines and prioritise their day to day work.

This is a fantastic opportunity for the right person to support the Manor Hall Academy Trust Central Team and make a significant contribution to financial processes within the Trust.

Please see job description attached for further details or call 01782 599313

To apply, please complete an application form and recruitment monitoring forms and return to hr@manorhall.academy by the closing date.

Closing Date: 9.00am Monday 1st August 2022

Manor Hall Academy Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment. The successful candidate will be appointed subject to Enhanced DBS and pre-employment checks, confirmation of appropriate qualifications and professional references.