

# VACANCY

## SECAT Central Team Finance Officer

<b>Location:</b>	<b>Shoeburyness High School</b>
<b>Pay Range/Salary:</b>	<b>Level 7 Points 21-27 (£26,511-£31,346) per annum</b>
<b>Start Date:</b>	<b>Based on availability</b>
<b>Contract Type:</b>	<b>Permanent</b>
<b>Hours per week:</b>	<b>Full Time; 37 hours per week (52 weeks per year)</b>
<b>Application Closing date:</b>	<b>12<sup>th</sup> November 2021</b>

Southend East Community Academy Trust (SECAT) are seeking to appoint a Finance Officer to join the Central Team.

We are looking to recruit an enthusiastic and hardworking individual with excellent communication skills and a strong background in finance to join our central finance team as a Finance Officer. We have recently centralised the finance function of our Multi Academy Trust and we have a vacancy for this exciting new role to be part of a team of three Finance Officers.

SECAT is a Multi Academy Trust, which consists of one large secondary school, three primary schools, and an infant and a junior school all within 1.6 miles of each other. We have a mixture of long-standing and newer Headteachers within our SECAT community who all work well together to deliver the outcomes we have come to expect and to work with our colleagues in the Local Authority and other schools in Southend.

The role is critical to ensuring efficient and successful delivery of Finance. The candidate will be an organised team player, with the ability to work under their own initiative. This role offers a unique opportunity to contribute to the vision of the MAT.

The successful candidate will contribute towards the provision of professional management and leadership of financial services for the Multi Academy Trust.

To support with promoting best practice and ensuring compliance with the financial processes and procedures for 350 staff members providing services for over 3,500 pupils across the Trust.

As part of SECAT, we offer our staff excellent CPD opportunities and support through our network of experienced professionals, and access to the Local Government Pension Scheme. Applications are invited from candidates who have excellent administrative and interpersonal skills and the dedication and enthusiasm to be part of a thoroughly committed team. Our schools benefit from wonderful children, engaged parents and a supportive working environment.

Please visit our website [www.secat.co.uk](http://www.secat.co.uk) to download an application pack and return completed forms to [hr@secat.co.uk](mailto:hr@secat.co.uk)

A copy of the SECAT Recruitment and Selection Policy and Privacy Notice for Job Applicants can be found in the policies section of the SECAT website ([www.secat.co.uk](http://www.secat.co.uk)).

SECAT is committed to safeguarding and promoting the welfare of children and expects all staff and visitors to share this commitment. All appointments are subject to an enhanced DBS check, medical clearance, and satisfactory references. We are an equal opportunities employer.

SECAT reserve the right to appoint before the closing date.