



Assistant to Academy Business Manager

We have an exciting opportunity for an experienced, self-motivated and organised individual to join our team working across Bulphan C of E Primary School, Orsett C of E Primary School and St Margaret's (Bowers Gifford) C of E Primary School in the position of Academy Business Manager Assistant.

30 hours per week, 52.14 weeks per year.

Starting salary: Band 3 Point 6 (£19,171 gross per annum full time equivalent, pro-rata £15,544, holiday entitlement 23 days and 8 days additional Bank Holiday)

Reporting to the Academy Business Manager, you will:

- ❖ assist in maintaining accurate financial records and produce financial information for key stakeholders;
- ❖ provide operational support in the areas of Health & Safety, Premises and Human Resources;
- ❖ oversee all processes in relation to routine financial transactions within the two schools including but not limited to lettings, dinner money, trips and clubs;
- ❖ ensure that all procedures relating to routine transactions are carried out in accordance with the Vine Schools Trust financial regulations, the Academies Financial Handbook, and relevant statutory legislation.

The successful candidate will be friendly, well-organised, flexible, with excellent communication and interpersonal skills, able to use their initiative and work as part of a team. Experience in school office systems such as PS Financials, PS People, and School Money are desirable, competent use of Microsoft Office applications is essential.

A full job description and person specification are attached, along with our Recruitment and Selection Policy Statement.

The Vine is a Multi Academy Trust (MAT) set up by the Diocese of Chelmsford. We are an active group of academies located throughout the Diocese of Chelmsford. Our vision is to serve our local communities by providing excellent education and develop Christian character. We aim to help our academies deliver, within a Christian context, the best educational, spiritual, physical, social and

emotional outcomes for pupils and their families. This is achieved through a range of partnerships including academies, local communities, local Churches and the Vine. We believe each partner has much to offer and we want our pupils and staff to achieve their full potential. Within a positive and supportive Christian ethos, the Vine is committed to enriching the lives of its pupils, maximising the educational experiences and attainment levels of all of its pupils, developing creative and independent learners and providing them with transferable skills that can be applied throughout their life.

Closing date: Wednesday 18th September 2019

Interview date: Monday 30th September 2019 at St Margaret's, Bowers Gifford

Start date: Early November 2019

