

Pickwick Academy Trust



CORSHAM PRIMARY SCHOOL

Pound Pill

Corsham

Wiltshire

SN13 9YW

Tel: 01249 712387

Executive Headteacher: Mrs Gina Cooke

Heads of School: Mrs Lindsay Fry and Mrs Kerry Parker

Finance Manager Vacancy

Pickwick Academy Trust would like to recruit a permanent, part-time Finance Manager for Corsham Primary School, based at the trust offices at Pound Pill, Corsham Primary School.

Required to start: 1st September 2022

Hours: 25 hours per week, to be worked between 8.30am – 4.30pm, 4-5 days per week (with an unpaid 30-minute lunchbreak each day), 44 weeks per year (term time plus TD days, plus 5 weeks to be worked during the school holidays). Exact hours and days can be agreed on appointment.

Salary Point I18 – I20, £27,741 - £29,577 pro rata, per annum (actual salary £18,110 - £19,308 per annum), dependent on experience.

Pickwick Academy Trust is made up of eight community and church primary schools across North and South Wiltshire, and is organised into two geographically proximate 'hubs'. The schools in the Trust are committed to working together to provide the best schools and outcomes for their children.

Corsham Primary School is a large 'Outstanding' Primary School and one of the founding members of Pickwick Academy Trust.

The Finance Manager will be responsible for the delivery of a professional and effective financial management and administrative service to Corsham Primary School with the overall objective of achieving value for money and securing financial stability, in accordance with procedures in the Pickwick Academy Trust Financial Procedures Manual.

Job purpose:

To work with the Business Director, Head of Finance, Executive Headteacher and Heads of School to implement the Trust vision and strategic direction for finance and funding so that it is understood and acted upon by all stakeholders.

To provide a range of high-quality financial services to the Executive Headteacher and Heads of School to support the management and monitoring of the school's financial position so that the school can run smoothly, efficiently and effectively in the delivery of its core aims.

The Finance Manager will support the Head of Finance and where appropriate lead in financial accounting, the preparation and monitoring of budgets and end of year processes on behalf of Corsham Primary School. They will ensure that all work is in accordance with the Academy Trust Handbook, professional standards, ESFA requirements and guidelines and all statutory requirements.

The jobholder must demonstrate a commitment to safeguarding and promoting the welfare of children and young people. This will involve undertaking annual Safeguard training and using school reporting systems for any Safeguard concerns.

Please refer to the job description and person specification for further information or please contact Emma Oldale, Business Director via email on eoldale@pickwickacademytrust.co.uk

Interested candidates are required to complete and return an application by 12noon on Monday 4th July 2022.

Interviews will be held on Thursday 14th July 2022.

Please download an application form and information pack from our website www.corshamprimary.co.uk (This is shown under the 'News and Events' section). Please return your completed application form to Recruitment@pickwickacademytrust.co.uk.

At Pickwick Academy Trust we are committed to safeguarding children and promoting the welfare of children and young people and we require anyone joining our school to actively contribute to this commitment. All successful candidates will be subject to Disclosure and Barring Service (DBS) checks along with other relevant employment checks.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2022.

Pickwick Academy Trust is committed to equality of opportunity for all. Our aim is to ensure that no applicant or employee is discriminated against or is disadvantaged by policies, procedures, conditions or requirements. We have a caring and supportive environment where wellbeing is a key priority – flexible working requests will be considered.