

**SECAT**

*Building Strong Schools
Building Strong Partnership
Building Strong Communities*

SOUTHEND EAST COMMUNITY ACADEMY TRUST

VACANCY

SECAT Central Team Finance Assistant

Location:	Shoeburyness High School
Pay Range/Salary:	Level 6 Points 13-20 (£23,023-£26,446) per annum
Start Date:	1st September 2022
Contract Type:	Permanent, Full Time
Hours per week:	37 hours (52 weeks per year)
Application Closing date:	13 July 2022 – midday

Southend East Community Academy Trust (SECAT) are seeking to appoint a Finance Assistant 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 support the central finance team. The post holder will have responsibility for finance and administrative tasks to include monitoring of MAT budget including income and expenditure and recharges, sourcing of quotes for goods and services ensuring best value and organisation and preparation of resources for termly finance workshops.

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.

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.

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 to download an application pack and return completed forms to 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).

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.