

TYNE COMMUNITY LEARNING TRUST

Financial Controller Band 9
Permanent Contract
Full time – 37 hours per week
Band 9 point 34 to 38
£37,890 to £41,881 FTE per annum

Tyne Community Learning Trust is a nine school Trust based in the Prudhoe area of Northumberland that has been operating since September 2019. It is made up of 6 First Schools, 2 Middle Schools and 1 High School. Further information about the schools can be found on our website, www.tcltrust.org.

Our trustees are looking to appoint an enthusiastic and highly motivated Finance professional to join our successful central team as soon as possible.

You will be required to prepare school and Trust budgets with the headteachers, prepare the management accounts for a number of schools in the Trust as well as preparing forecasts throughout the year and working closely with schools to ensure value for money. The role will lead on Trust procurement exercises and help coordinate and manage a number of central support functions. You will prepare financial returns for the Department for Education and be a key link with internal and external audit.

The successful candidate must:

- Be a fully qualified AAT accountant or have a CCAB qualification
- Experience of preparing and monitoring budgets
- Experience of preparing financial and management accounting reports and explaining them to non finance managers
- Effective use of ICT and finance packages
- Knowledge of VAT accounting

- Ability to work as member of a team
- Ability to self evaluate learning needs and actively seek learning opportunities

In return we can offer an exciting opportunity to join and help develop our busy team. We operate a flexible working policy so you will not be expected to be in the office every day.

We are strongly committed to safeguarding and promoting the welfare of all children and young people and expect all staff to share this commitment. An enhanced Disclosure and Barring Service (DBS) disclosure is required for this post.

Informal discussions prior to interview are encouraged. Please contact Helen Beaton Chief Operating Officer. Tel: 01661830442 or email finance@tcltrust.org

Application forms can be downloaded from this website and are also available from the Trust by telephoning the number above.

Completed applications should be returned directly to the Trust by email to Finance@tcltrust.org.

Closing Date: 5.00 pm on 1 November 2021

Interview Date: w/c 8 November 2021