

Vacancy

The Roseland Multi Academy Trust
Tregony, Truro, Cornwall, TR2 5SE
Tel: 01872 530675/583
Fax: 01872 530498
Website: www.theroselandmat.co.uk

Trust Management Accountant **Permanent/Full-time Term Time**

Grade J (Points 1 – 6)

Salary Range: £31,248 - £39,250pa – reduced pro rata to £27,329 - £34,327pa (actual salary)
37 hours per week (Monday to Friday), term time (38 weeks),
plus an additional 10 days / occasional overtime

Start date: as soon as possible

We are looking for a Trust Management Accountant & Business Support Assistant to join our Central Services Team. The Roseland Multi-Academy Trust consists of three secondary schools, two primary schools and a Teaching School Hub. The Trust's mission is "to provide outstanding education for our communities, where everyone succeeds" and we put our staff at the heart of everything we do to create a team spirit in our highly successful schools.

This is a term time only position, the successful post-holder will benefit from the majority of the school holidays although there will be a requirement to work an additional 10 days during the academic year. The Trust recognises the importance of staff wellbeing and has supportive policies and procedures in place as well as collaboration opportunities across our settings. There is the option of homeworking after the first six months in post. Our school settings have free parking facilities and where there is a requirement to travel to different schools, mileage is paid. At The Roseland Multi-Academy Trust, we believe in the progression of our employees. Therefore, we offer constant training and options to lead in your role.

The successful candidate will play a key role in supporting the financial and business affairs of The Roseland Multi Academy Trust and to ensure the Trust complies with financial regulations. Under direction of the Chief Financial Officer, you will be responsible for maintaining the accounting system for the Multi Academy Trust and undertaking standard monthly routines. The role will involve reconciling the monthly payroll, preparing and analysing monthly management accounts and reporting on budget forecasts to key stakeholders.

This role will involve travelling to and working at schools across the Trust on a regular basis, therefore, a driving license and access to a vehicle is essential.

The successful candidate will initially be based at The Roseland Academy in Tregony, near Truro until the Central Team relocates to a separate site in the local area, yet to be confirmed.

The Roseland Multi Academy Trust is committed to safeguarding and promoting the welfare of children, and expects all staff to share this commitment. The successful candidate will be required to undertake an Enhanced DBS check and online searches will be carried out for shortlisted candidates.

A job description and an application form are available from our website at
<http://www.theroselandmat.co.uk/site/vacancies/>

Further details for this post are available from Mrs Jodie Winter: jwinter@theroselandmat.co.uk.

Closing date for applications: 12pm 20 February 2023
Interviews are scheduled for: 23 February 2023