



Stephenson MK Trust

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Crosslands
Stantonbury
Milton Keynes

Lynsey McAuley
01908 889414

Finance Officer

£27,269 – £31,586 (FTE) pro rata for Fractional Posts

Part time / Permanent / Term Time

Start date: 07/01/2025

About our School:

Stephenson (MK) Trust is an organisation committed to supporting young people who are at risk of exclusion from mainstream secondary provision (Bridge Academy) and specialist secondary provision for students with Social Emotional and Mental Health needs (Stephenson Academy). We provide inclusive education for young people with a range of educational and social needs in order to maximise and improve their life chances.

About the Role:

Are you someone with excellent interpersonal skills, a great listener who is non-judgmental and calm under pressure? Have you got experience in Finance and are looking to grow your experience in an inclusive and supportive environment. The successful candidate will -

- Support Academies with budget monitoring, purchasing and procurement, monthly reporting, ensuring financial decisions align with the Trust's strategic goals.
- Ensure the Academy adheres to purchasing guidelines, administer support for new accounts and ensure contract file is maintained.
- Liaise with Premises and Operations team to ensure compliance with Estates management, Fixed assets, procurement and IT
- Provide training and support to school staff on financial procedures and systems to enhance the financial skills of Academy staff as appropriate.

Working within Stephenson Academy, you will be working as part of the Central Services team, creating a vital link between the academy and trust to ensure that we effectively manage and support Stephenson Academies growth and success.

Closing date for all applications: Friday 17th January 2025

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Alternatively, you can apply here: <https://mynewterm.com/jobs/4837/EDV-2024-SMT-90902>