**Vision Learning Trust Business and Finance**





**Manager**

Hill View Infant School and Hill View Junior School Sunderland

Start date : 1 April 2017

0S6 Grade 10 SCP 48 – 52 £42,474 – £46,232 (To be allocated)

Hill View Infant School and Hill View Junior School are two excellent four form entry schools, situated in the heart of the Hill View community to the south of the city of Sunderland. The newly formed Trust are seeking to appoint an enthusiastic and well-motivated Trust Business and Finance Manager to join us to work across both schools. This is a new post, so offers the successful candidate the opportunity to develop the role to its full potential. We are currently in the process of moving towards academy status and forming a Multi Academy Trust together. The successful candidate would be responsible for supporting both schools with the on-going conversion process and for the financial accountability that academisation will bring.   
  
As the Trust Business and Finance Manager you will be expected to undertake the strategic financial planning and management of the schools in the Trust, advising the Head Teachers and Directors on all financial matters, HR, administration and lead on income generation. This very diverse role will also have overall responsibility for site management within two busy schools. You will be an excellent communicator, forward-thinker and creative leader, who is able to demonstrate good interpersonal skills allied with a drive to help the schools develop and improve.   
  
You will have:

* An excellent level of education
* A relevant qualification specific to the post
* Leadership and management experience of areas including finance and administration
* Experience of premises and facilities management;
* Excellent communication skills and the ability to present both written, and verbal information for the Headteacher, Senior Leadership Team and Directors
* A genuine desire to involve yourself fully in the life of our school and to work as part of our forward-thinking team of professionals.

The successful candidate will support the Trust’s Senior Leadership Team and Directors, and be expected to make a major contribution to the work of that team in all aspects of its work in both schools. If you have attention to detail, are able to prioritise your workload, meet deadlines and inspire your team we would be keen to hear from you.

Vision Learning Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff and volunteers to share this commitment.   
  
Vision Learning Trust safeguards and protects its pupils and staff by being committed to respond in accordance with Sunderland Local Safeguarding Board Procedures. This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore will be subject to a DBS check from the Disclosure and Barring Service.

If you would like further information, please contact Mick Little (Member of Vision Learning Trust) via email [Micklittle79@hotmail.com](mailto:Micklittle79@hotmail.com)

Application packs are available via e mail from [office@hvj.org.uk](mailto:office@hvj.org.uk), (office will be closed 22 December to 9 January) and are to returned by post or in person to Hill View Junior School, Queen Alexandra Road, Sunderland, SR2 9HE

Closing date: Monday 16th January 2017 Mid-day  
Shortlisting: Tuesday 17th January 2017  
Interview date: w/c Monday 23 January 2017

NOTE Previous applicants will automatically be re-considered