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**Executive Principal: Mr Kevin Reynolds, MA**

New College Durham Academies Trust, currently comprises of two large Academies: Consett Academy and North Durham Academy, located some six miles apart in North West Durham. Both Academies are located in multi million pound new builds, offering unrivalled state of the art facilities for our students and communities in Consett and Stanley.

The Trust is seeking to appoint a suitably qualified and experienced Finance Officer to join our Corporate Services team, to start as soon as possible. This is an exciting time to join our Trust, in this newly established role.

**Finance Officer – 22 hpw - term time only + 2 weeks Grade 5 - £13,928 - £15,893 (actual salary)**

Reporting directly to the Director of Finance, the successful candidate will be the first point of contact for all financial matters pertaining to one dedicated Academy (Consett Academy). With this in mind, we are looking for a proactive, enthusiastic self-starter who, along with a Finance Assistant, will be able to provide an efficient and effective high quality financial service to the Academies Trust.

Candidates should hold/be working towards Level 4 AAT and have demonstrable relevant experience, including processing creditors and debtors, banking, month-end reconciliations and monitoring of financial systems. You should have effective interpersonal skills and the ability to build a rapport with academy stakeholders.

You will need to be able to demonstrate good organisational skills coupled accuracy and a keen eye for detail.

A good working knowledge of Financial Management Systems as well as Microsoft Office Suite is required. Coupled with an ability to produce and analyse data/reports for monitoring and management of all financial-related information. The ability to work on your own initiative as well as being a positive team player is essential. A high level of personal integrity and the ability to maintain confidentiality at all times is also required.

To organise a visit or an informal discussion please email Andy Collishaw, Director of Finance, at [a.collishaw@ncdat.org.uk](mailto:a.collishaw@ncdat.org.uk)

To download an application pack, including job description, person specification and application form, please visit either of our websites: [**www.northdurhamacademy.co.uk/vacancies**](http://www.northdurhamacademy.co.uk/vacancies)or [**www.consett-academy.org.uk/vacancies**](http://www.consett-academy.org.uk/vacancies)

Please **do not** attach copies of CV's/qualification certificates. Only the information detailed on the application form will be used as part of the short-listing process. Applications from recruitment agencies will not be accepted.

Email completed applications to[**HR@ncdat.org.uk**](mailto:HR@ncdat.org.uk)by **Midday 25th January 2019.** It is envisaged that interviews will take place week commencing 28th January 2019.

Applicants should assume they have been unsuccessful if we have not contacted them within 28 days of the post-closing.

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***New College Durham Academies Trust is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. As such, an enhanced Disclosure and Barring Service (DBS) disclosure will be sought along with other relevant employment checks deemed appropriate.***

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