

# ALEC REED ACADEMY

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[www.alecreedacademy.co.uk](http://www.alecreedacademy.co.uk)

Principal and CEO: Phil Cosby - BSc (Hons), MA



**April 2024**

## **Vacancy: Finance Officer**

I am delighted that you are interested in applying for the above post at Alec Reed Academy. This is an exciting opportunity to join a forward-looking Academy with a small but highly professional Finance Team. The Team is at the heart of the Academy with links to other support teams including Data, HR and IT, which form a positive community serving teachers and students. The role offers varied exposure to different tasks drawing on a range of inter-personal, technical and problem-solving skills.

Alec Reed Academy is unique in being a large all-through Academy with over 1600 pupils in Nursery, Primary and Secondary phases. The combination of passionate and talented staff and excellent facilities, create an enviable learning environment. Finance Services play a critical role in supporting teachers in the classroom and making sure that resources are well managed. The role provides the right candidate with the opportunity to have a broad exposure to the different aspects of all Finance functions, rather than being pigeonholed. The Academy is a Ltd company, and as such is subject to external audit and has responsibility for preparing and filing end of year accounts.

The Academy offers a strong work life balance and values all its staff, providing excellent professional development opportunities. It is a great place to work and has excellent transport routes both into London and the outer suburbs. We offer a very generous employers pension contribution of over 19%, free on-site parking, subsidised meals and family friendly policies including generous dependents entitlement.

We have pleasure in enclosing the accompanying pack in which you should find the following: -

- Job Advert
- Job Description
- Person Specification
- Application Form

**Closing date for completed applications: Tuesday 23<sup>rd</sup> April 2024 at midnight.**  
**Interviews will be held Friday 26<sup>th</sup> April 2024.**

We reserve the right to hold interviews prior to the closing date should we receive favourable applications.

I look forward to receiving your completed application and encourage you to make contact should you wish to discuss any aspect of this role beforehand.

Yours sincerely,

**Margo Muris**  
**Director of Finance & Resources**

**'The Collins PiXL Award for Outstanding Progress' National Award Winners 2014**



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