

## **Finance Manager**

The Oxford Diocesan Schools Trust (ODST) is a multi-academy trust with 30 member schools at present across Oxfordshire and East Berkshire. We have an exciting opportunity for a Finance Manager to join our central team and to support our continued growth.

Working closely with the Finance Director/ Chief Operating Officer the post holder will lead on day to day Trust finance matters and will provide specific expertise in long-term financial management ensuring that all requirements of the Department for Education (DfE) and Education Funding Agency (EfA) are met. The post holder will also work closely with Headteachers and School based staff to ensure adherence to financial procedures, including the purchasing of services, the preparation and monitoring of individual Academy budgets and compliance at local level with statutory obligations.

We are looking for someone who has excellent financial management and planning skills, is commercially astute, an outstanding communicator and who can lead a small team in a hands-on manner.

- Salary: from £43875 FTE per annum
- Hours of work: 30- 37 hours per week (0.8- 1.0FTE)
- Annual leave: 33 days FTE inclusive of public holidays and one fixed closure day
- Eligible for membership of Local Government Pension Scheme

Applications should be sent on the ODST application form, available on our [website](#), to [recruitment@oxford.anglican.org](mailto:recruitment@oxford.anglican.org) or posted to Mark Jones, HR Manager, ODST, Church House (Oxford), Langford Locks, Kidlington, OX5 1GF, by midday on Friday 26<sup>th</sup> January.

Interviews are likely to be held on Friday 2<sup>nd</sup> February.

*Please note that this role is subject to a satisfactory enhanced DBS Disclosure.*