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| **Trust Management Accountant****37 Hours per week, whole year** |  |

**About the Trust:**

ATOMIX Educational Trust is a growing and dynamic Trust, comprising of three distinct schools, operating across four sites:  Bishopton PRU, Errington Primary: Stockton Sixth Form College and Prior Pursglove College.

Our Trust is forward thinking, fast paced and ambitious.  We are driving significant change across our finance systems and processes. To support this transformation, we are seeking a Trust Management Accountant to join our finance team and help shape a service that reflects our pace, ambition and complexity.

The role will be based at in our Central Trust office at Prior Pursglove college in Guisborough.

**The Role:**

This role plays a key part in supporting the financial and business affairs of Atomix Educational Trust and ensuring the Trust complies with financial regulations. The role will involve:

* preparing and analysing monthly management accounts and reporting on budget forecasts to key stakeholders.
* Reconciling the monthly payroll, including the investigation and resolution of queries;
* Support academies and delegated budget holders within the Trust with budget management, procurement and tendering, as well as capital project planning.
* Other Central Team support may be required, as directed by the CFO.

**The successful candidate will have:**

* Experience in financial services (experience in educational context is desirable but not essential)
* Excellent management accounting skills and technical systems experience.
* Thorough knowledge and experience of computerised accounting systems, including the setting up of databases and maintaining structures and reports.
* Competent in the use of ICT systems, including proficient use of Excel.
* A keen eye for detail.
* A flexible ‘can do’ approach
* Tactful and professional
* Excellent communication and presentation skills.
* Proactive, innovative and constantly looking for improved ways of working

**Salary and Benefits Information**

Salary: SFCA Support Staff Pay Spine starting point 20 (£36,283 per annum), increasing to point 23 (£39,441 per annum).

Employee Benefits include:

* Membership of the Local Government Pension Scheme for all our support staff
* Opportunities for training and professional development
* Free 1:1 counselling service
* Childcare Vouchers
* Cycle Scheme
* On-site canteen for both staff and students
* Free on-site parking
* Discounted nursery provision on the Prior Pursglove College site (available to all Trust employees)

**Application Details**

Closing Date: noon on Friday 15th August

Interview Date: w/c 25th August

An application pack can be downloaded from <https://www.atomix.ac.uk/careers/>. Please contact the HR Department at HR@atomix.ac.uk for any further information.

All applications must be submitted on a Trust application form and CVs will not be accepted.

We are an inclusive employer and we actively encourage applications from people from diverse and underrepresented backgrounds. If you need any assistance with your application in terms of reasonable adjustments, please let us know.

**Safeguarding Information**

Atomix Educational Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

As this post involves direct contact with, or unsupervised responsibility for, children or vulnerable adults the successful candidate will be required to undertake a Disclosure and Barring Service check before taking up the position. Additional checks will include; identity checks, qualification checks and employment checks, including the investigation of any gaps between jobs and two satisfactory references.

**ATOMIX EDUCATIONAL TRUST**

**PRIOR PURSGLOVE AND STOCKTON SIXTH FORM COLLEGE**

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Guisborough

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Tel: 01287 280800

Email: HR@atomix.ac.uk