

THE SALTERNS ACADEMY TRUST

c/o ADMIRAL LORD NELSON SCHOOL
DUNDAS LANE
PORTSMOUTH
PO3 5XT

Tel: 023 9236 4536

Email: recruitment@alns.co.uk

Finance, Business and Communications Officer – Maternity Cover

Salary: Band 7, £25,927

Contract: Maternity cover - One-year position from September 2022

Hours: 37 hours/52 weeks per year

Candidate applications will be screened on receipt and applicants will be called for interview if their application is of interest. The vacancy will be withdrawn as soon as a suitable candidate is identified.

Start date: Ideally 1 September 2022. To be negotiated with the successful candidate.

The Salterns Academy Trust comprises two schools: Admiral Lord Nelson School (ALNS) and Trafalgar School and is based in Portsmouth.

We are seeking a provide a professional, efficient, helpful, and knowledgeable person to deliver on a range of finance, business, and communication functions. The successful candidate will:

- Ensure that the breadth of financial administrative tasks and processes for Trafalgar school are undertaken in a timely manner and are accurately recorded on the PSF financial management system. This includes ensuring that queries are dealt with promptly.
- Maintain all financial records, including remittances, payment information, payroll data, cash, and receipts, as well as retaining evidence for internal and external auditors
- Support capital expenditure projects by maintaining detailed financial records for each capital project
- Lead the Freedom Tech Chromebook Scheme, liaising with the company and with parents
- Act as the Deputy Data Protection Officer providing advice and guidance,
- Deliver the agreed communications plans to raise awareness or inform of processes and deadlines.
- Oversee the School Hire system for community bookings, ensuring that the schools' facilities are marketed effectively
- Lead on arrangements for Trust events and other marketing activities.
- Have good knowledge of Microsoft Office, including Word, Excel, and Outlook and use of bespoke software systems.
- Be highly motivated and able to use their own initiative.
- Be able to work independently and as part of a team
- Be positive, well organised, and energetic, with a good sense of humour.

The Salterns Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring checks along with other relevant employment checks.

To apply please complete the application form that can be found on the website www.alns.co.uk and return it together with a letter of application to recruitment@alns.co.uk.