

<b>Position:</b>	<b>Finance Support Assistant</b>
<b>Salary:</b>	<b>Nexus Spinal Points 6 - 11 £20,092 - £22,183 FTE (£10,278 to £11,348 prorata)</b>
<b>Location:</b>	<b>Bader Academy</b>
<b>Contract type:</b>	<b>21 hours per week; working pattern to be agreed. Permanent, Term Time plus 2 Weeks</b>
<b>Closing date:</b>	<b>12.00pm on Friday, 23rd September 2022</b>
<b>Interview date:</b>	<b>Wednesday, 28th September 2022</b>

We are seeking a highly competent, enthusiastic and energetic individual to join our team at Bader Academy, in the capacity of Finance Support Assistant.

### **About the Trust**

Nexus Multi Academy Trust was founded in 2016 and has the highest ambitions possible for everyone we work with. We are a forward thinking and innovative Trust with collaboration, enrichment and improvement enshrined within our day to day practice ensuring that learners and their families are always at the centre of what we do.

The vision for Nexus is that we are constantly "learning together, to be the best we can be." This vision is what we aspire to and is as relatable to every employee and partner of our Trust as it is to our children, young adults and their families. Please see a copy of our most recent prospectus, which is included in the recruitment pack for this advert.

### **Our Opportunity**

As the Finance Support Assistant, you will proactively assist the Officer Manager with financial reporting, administration and submission of financial returns.

The ideal candidate will bring enthusiasm, resilience and a proven track record of working in administrative finance setting.

GCSE Maths and English (or the equivalent) will be essential and experience of working within an educational setting though not essential would be beneficial.

### **What you can expect**

- ❖ An exciting opportunity to join a growing academy with Bader Academy
- ❖ The Trust works to local government terms and conditions, and the successful applicant will automatically be enrolled into the Local Government Pension Scheme.
- ❖ An opportunity to join colleagues who will make you proud to be part of our state education system
- ❖ Access to tailored CPD through Nexus Academies Trust and the Opportunity Area which includes pathways into Initial Teaching Training
- ❖ Working within an award winning MAT who pride themselves on having friendly and supportive academies who together are helping to transform communities

### **Further information**

For an informal and confidential conversation about the role, please email Sharon Liddle – Office Manager at Bader Academy to arrange a telephone call ([sliddle@nexusmat.org](mailto:sliddle@nexusmat.org)). More information about Nexus Multi Academy Trust can be accessed at [www.nexusmat.org](http://www.nexusmat.org)

**Nexus Multi Academy Trust is committed to safeguarding and protecting the welfare of children and expects all staff and volunteers to share this commitment.**

Safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed.

This post involves working with children and therefore if successful you will be required to apply for a disclosure of criminal records check at an enhanced level and a barred list check. Further information about the Disclosure and Barring Service and can be found at [www.gov.uk/disclosure-barring-service-check](http://www.gov.uk/disclosure-barring-service-check).

We are an equal opportunities employer committed to recruiting and retaining a diverse workforce.

For more information and an application form to apply please go to [www.baderacademy.org/careers](http://www.baderacademy.org/careers). Please ensure that you include at least ONE A4 side in your personal statement and a full listing of your previous employment including any periods of unemployment. Please note that CV's will not be accepted in application for this role.

Applications should be emailed to Sharon Liddle, Bader Office Manager at [sliddle@nexusmat.org](mailto:sliddle@nexusmat.org).

All candidates are advised to refer to the job description and person specification before making an application.

We reserve the right to close this vacancy early should we receive an overwhelming response.