

# Primary Advantage Federation

## Federation Finance & Business Director



Primary Advantage Federation is looking to recruit a self-motivated, approachable and experienced individual to lead the Finance and Business function of our Federation. The role requires you to:

- Provide high quality leadership and management of the Federation's finance and business functions so the Federation and its schools can run smoothly, efficiently and effectively in the delivery of its core aims
- Ensure sound and appropriate financial governance and risk management arrangements are in place
- Actively contribute to the work of the Governing Board, Executive Team (ET) and Joint Leadership Group (JLG)
- Manage projects and new initiatives promoting the highest standards of business in the ethos of the administrative function of the schools and ensure the most effective use of resources in support of the Federation's objectives.

The successful candidate will:

- Be educated to a degree level, ideally with an accounting qualification from a CCAB organisation
- Have a successful track record in a senior finance role with experience of managing complex budgets, providing budget analysis, monitoring and forecasting and identifying actions required.
- Have experience of project management and managing teams in a large organisation
- Have knowledge of relevant policies/codes of practice and legislation
- Have highly developed IT skills in a range of fields, using a range of IT solutions to support the effective running of an organisation

In return, we can offer:

- a friendly and enjoyable work-place
- a hardworking, motivated and caring team
- a professional and supportive work environment

Hours: Full time

Salary: P013 - (£64,656 - £65,712) plus opportunity for market uplift up to £8,000.

### About us

Primary Advantage is a Federation of eight schools. We believe our schools can gain many benefits from working collaboratively and can achieve more by working together. We have made a commitment to a shared responsibility to the wider education community, the provision of good quality education and the improvement of life chances for pupils in the community beyond that of our own schools.

Visits are warmly welcomed and encouraged. However please be advised that due to the current COVID-19 pandemic schools may not be accepting visitors at this time. Primary Advantage is located within Holy Trinity Primary School, one of the schools within the Federation. Please contact Venessa Williams on 02072541010 if you wish to visit our schools.

**Closing date: Tuesday 22nd September 2020.**

**Interviews: Stage one - Wednesday 30th September 2020 (am).**

**Stage 2 - Thursday 1st October 2020 (pm) and Friday 2nd October 2020 (am).**

Successful applicants will be required to apply for an enhanced Criminal Record Check via the DBS. We are committed to safeguarding and promoting the welfare of our children and expect all members of staff to share this commitment.

Primary Advantage Federation - Schools Achieving More Together

*St John & St James, Holy Trinity, St John the Baptist, St Matthias CE Primary, Springfield, Morningside, Gainsborough and De Beauvoir Primary Schools.*