



Grace Academy Solihull
Grace, Integrity, Excellence, Respect and Potential



Finance Assistant

37 hrs a week, 41 weeks a year
Grade F, points 6 to 7 (£23,893-£24,294fte)

Grace Academy Solihull aims to develop well educated, considerate and caring citizens with a strong sense of values who will succeed in, and contribute to modern society. At Grace Academy, we believe that excellent teaching and support, world-class facilities and outstanding resources combine to give our students the best possible preparation for their adult life. The Grace Academies joined Tove Learning Trust in 2019.

We require a talented and committed Finance Assistant to join the Finance Team in this vibrant and exciting school, to carry out a range of financial processing and other duties to support the Finance Manager; ensuring an effective and efficient delivery of financial support services to the school and ensuring compliance with appropriate financial procedures and audit requirements.

The successful candidate will have:

- Thorough attention to detail
- The ability to use their own initiative
- Customer service skills
- Flexible and open-mindedness
- The ability to work in a fast-paced environment
- The ability to work well with others

Candidates will be required to apply for a DBS disclosure and must be eligible to live and work in the UK.

Training and development opportunities will be offered. All staff are encouraged to study further and the trust will actively support staff to obtain relevant further qualifications where possible.

Tove Learning Trust is a fast moving and exciting place to work. The trust schools have a shared vision and purpose: to deliver outstanding educational experiences that lead to inspiring outcomes. Each academy has a strong individual identity and tailors their educational provision to serve their local community. Academies within the trust collaborate to share expertise and maximise opportunities and experiences for our students.

The Trustees of Tove Learning Trust are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

How to apply

All documents including the full job description, application form are available on our website www.solihull.graceacademy.org.uk Please ensure your application form and covering letter includes examples of your experience and how you meet the criteria outlined in the job description. Further information requests or completed applications should be sent to:

Amy Pearson - School Business Manager E: amypearson@graceacademy.org.uk T: 0121 329 4600.

Closing date: 12 noon on 01 December 2023.