

**Eastern Learning Alliance
Finance Assistant**

**Based at Chesterton Community College
Full time 37 hours per week, 52 weeks per year
Salary scale 6 point 18-22 £30559 - £32654**

The Eastern Learning Alliance is a well-regarded and high performing multi-academy Trust operating across the East of England. We run ten very successful schools and sixth form colleges with expertise in primary, secondary and special school settings. Our Trust work is driven by a dynamic central team who strive to ensure an excellent educational experience for all young people in our schools through collaborative work with colleagues.

We are looking to appoint a Finance Assistant to work within our trust. The role will report to the Financial Controller and support the wider finance team. The successful candidate will support the finance team and trust schools by processing all transactions in an accurate and timely manner and ensuring compliance with the trusts financial control procedures.. The ability to build good working relationships and have both time management and prioritisation skills are essential.

Closing date: 9am 29th November 2024

Interview date: week commencing 02nd December 2024

What can ELA offer you?

ELA offer a sector leading staff benefits offer alongside bespoke, high quality CPD programmes, cross-trust events, and exceptional opportunities for career development within our innovative family of schools.

ELA staff benefits include:

- Reduced contact time to enable professional development;
- EAP with access to counselling & physiotherapy;
- Health care cash plan;
- Paid annual family day;
- Extensive discount club access;
- Cycle to work & electric car lease schemes;
- Enhanced parental leave;
- Flexible work practices;
- Laptop & mobile phone payment plans;
- Ticket ballots for high profile events;
- Generous annual leave allowance for support staff;
- Discounted gym membership for all staff.

Chesterton Community College
Gilbert Road, Cambridge, CB4 3NY

Headteacher **Lucy Scott**

Part of Eastern Learning Alliance
Registered in England and Wales no. 07899393



Details of our Trust and application forms are available via our website

[Contact Us – Eastern Learning Alliance](#) (click on Vacancies and follow the links) or telephone 01223 712150 Ext 142.

Please send a completed application form and covering letter to Mrs Suzanne Izzard, Chesterton Community College, Gilbert Road, Cambridge, CB4 3NY or e-mail: sizzard@ccc.tela.org.uk

Our Trust is committed to equal opportunities, to safeguarding and the promotion of the welfare of children, young people and vulnerable adults. All staff are expected to share this commitment and undergo the appropriate checks. All positions within the Trust are subject to enhanced DBS checks and satisfactory references. Only applications submitted on using the ELA application form will be accepted. We do not accept applications by CV. Chesterton Community College Safeguarding Policy: [CAMBRIDGESHIRE COUNTY COUNCIL \(chestertoncc.org\)](#)

All shortlisted applicants should expect to be called for interview no more than 5 working days after the closing date. If you have not heard from us by then you can expect that your application to be unsuccessful. Visits to the college are welcome

