

# ALEC REED ACADEMY

Bengarth Road, Northolt, Middlesex, UB5 5LQ

Tel: 020 8841 4511 Fax: 020 8841 4480

[www.alecreedacademy.co.uk](http://www.alecreedacademy.co.uk)

CEO and Principal: Gary Lobbett



**July 2018**

## **Welcome to the Alec Reed Academy.**

Thank you for considering us for your next appointment. This is a really exciting opportunity to join a forward-looking Academy and work in a professional Finance Team, providing a support service to teachers and students.

Alec Reed Academy is unique in being a large all-through Academy with over 1450 pupils in Nursery, Primary, Secondary and Adult Education Phases. The combination of passionate and talented staff and excellent facilities, create an enviable learning environment. Finance Services play a critical role in supporting teachers in the classroom and making sure that resources are well managed. The role provides the right candidate with the opportunity to have a broad exposure to the different aspects of all Finance functions, rather than being pigeonholed. The Academy is a Ltd company, and as such is subject to external audit and has responsibility for preparing and filing end of year accounts.

The Academy offers a strong work life balance and values all its staff, providing excellent professional development opportunities.

This is an important role and an opportunity to join the Finance department at this very exciting time. We have pleasure in enclosing the accompanying pack in which you should find the following:-

- Job Advert
- Job Description
- Person Specification
- Application Form

The closing date for application is **Wednesday 25<sup>th</sup> July 2018 at 4pm.**

Interviews will be held on Wednesday 1<sup>st</sup> August 2018 however may be arranged prior to the closing date should suitable applications be received. I look forward to receiving your completed application.

Should you wish to discuss any aspect of this role in confidence please do not hesitate to make contact.

Yours sincerely,

**Margo Muris**  
**Director of Finance & Resources**

**'The Collins PiXL Award for Outstanding Progress' National Award Winners 2014**



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