

Job Title: Finance Assistant

Location: Cumbria

Salary: Cumberland Council Pay Scale 5A-6B

Start Date: September 2025

Contract type: Full Time/Full year available or Full Time/Term Time Only +5days available, by arrangement.

Energy Coast UTC is looking to appoint a motivated and organised Finance Assistant to support the efficient running of our finance department. This role involves assisting with day-to-day financial tasks such as processing invoices, maintaining accurate financial records, and helping to ensure compliance with financial procedures. The successful candidate will have strong numeracy skills, attention to detail, and a proactive approach to work. This is a great opportunity to join a forward-thinking educational institution that plays a key role in developing the next generation of engineers and industry professionals.

At Energy Coast UTC our intent is to deliver academic excellence alongside a world class technical and skills based practical education, ensuring our students also excel in employability skills and work directly with employers on a range of projects. We prepare students to meet the demand for highly skilled engineers and civil engineers in Cumbria and the world.

Our industry partners who work on a range of projects alongside our students include the Nuclear Decommissioning Authority, Sellafield Ltd, Morgan Sindall, the University of Cumbria, McMenon and the Royal Navy.

We take staff and student wellbeing seriously and have invested time and money in ensuring that all members of our school feel supported and happy. ***“Leaders are mindful of staff’s workload. Staff enjoy working at the school and appreciate the training available to them.” (Ofsted, 2023).***

As well as the opportunity to work at a recently awarded **Ofsted Good School**, we offer:

- Professional development support and an extensive CPD programme
- Early finish to the school timetable on Fridays
- A paid personal day off each year.
- A well-developed programme for ECTs to fully support you in your first years of teaching
- Free use of onsite fitness suite, state of the art workshops and many other benefits.

If you believe that this is an environment where you can thrive, develop and substantially contribute to an exciting and expanding future with Energy Coast UTC then please visit our website for more information www.energycoastutc.co.uk.

How to Apply

For an informal discussion, to arrange a visit to look around the UTC or for an application pack please contact Cam Walker on 01900 606446 or by email – Cam.Walker@energycoastutc.co.uk.

The closing date for this post is **09:00am on Monday 7th July 2025**. Your completed application form and supporting information should be returned via email to the email address above and not directly to the school.