



## Trust Finance Officer

<b>Post Title:</b>	Trust Finance Officer
<b>Dates:</b>	Job to start as soon as possible
<b>Salary:</b>	Part-Time Salary: Grade 4: £17,310.06 - £20,072.64
<b>Location:</b>	Birmingham – Head Office
<b>Contract type:</b>	Part-time (36.5 hours per week / 38 weeks per year)
<b>Contract term:</b>	Permanent

### Background

You will be working with a pioneering group, Nishkam School Trust (NST), a multi-academy trust currently operating four free schools in the UK. Nishkam School Trust is a Sikh ethos, multi-faith education trust that nurtures pupils of all faiths and beliefs.

The NST ethos is to create a selfless mindset, to go beyond ourselves to serve others, create supportive communities and to realise our true potential. The core of Nishkam education is the triple pursuit of academic excellence, creating a community that supports children and nurturing a strong values-led approach to life.

NST has four free schools, with Birmingham Primary which opened in 2011, Birmingham High school in 2012, an All-through school in West London in September 2013, and Primary school in Wolverhampton in September 2014.

### The Role

We are looking for an enthusiastic, competent and self-motivated individual to join the MAT Central Team. The Central Team are responsible for the day to day running of operational tasks, supporting all four schools from our Head Office, which is located on the Birmingham High School site in Hockley.

The successful candidate will be responsible for assisting the Trust Business Manager with all aspects of the development and effective operation of the finance function within the Trust. They will also be undertaking general office and administrative duties as required. Whilst experience in an education setting would be useful it is not essential. You will need to demonstrate excellent communication and interpersonal skills as well as a positive approach to working effectively with all members of the school community.

### **We will offer you**

- a friendly and welcoming team
- hardworking and dedicated colleagues
- enthusiastic and diligent children
- supportive parents, carers and community
- a committed and fully involved governing body
- opportunities for professional development

**Nishkam School Trust (NST) are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share in this commitment. Any successful applicant will be required to undertake a DBS disclosure.**

### **To apply:**

- You need to complete an application form, which you can download from our website <https://www.nishkamschooltrust.org/page/?title=Vacancies&pid=86> or contact the school office on 0121 348 7665.
- Applications to be sent to [recruitment@nishkamschools.org](mailto:recruitment@nishkamschools.org) by **12pm on Sunday 5<sup>th</sup> February 2023**
- Successful applicants will be contacted **week beginning Monday 6<sup>th</sup> February 2023**
- Interviews **week beginning Monday 6<sup>th</sup> February 2023**