

ALEC REED ACADEMY

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www.alecreedacademy.co.uk

Principal and CEO: Phil Cosby - BSc (Hons), MA



March 2025

Vacancy: Finance Manager

I am delighted that you are interested in applying for the above post at Alec Reed Academy. This is an exciting opportunity to join a forward-looking Academy with a small but highly professional Finance Team. The Team is at the heart of the Academy with links to other support teams including Data, HR and IT, which form a positive community serving teachers and students. The role offers varied exposure to different tasks drawing on a range of inter-personal, technical and problem-solving skills.

Alec Reed Academy is unique in being a large all-through Academy with over 1600 pupils in Nursery, Primary and Secondary 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. It is a great place to work and has excellent transport routes both into London and the outer suburbs. We offer a very generous employers pension contribution of over 19%, free on-site parking, subsidised meals and family friendly policies including generous dependents entitlement.

We have pleasure in enclosing the accompanying pack in which you should find the following: -

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

Closing date for completed applications: Sunday 23rd March 2025

Interviews will be held W/C 24th March 2025

We reserve the right to hold interviews prior to the closing date should we receive favourable applications.

I look forward to receiving your completed application and encourage you to make contact should you wish to discuss any aspect of this role beforehand.

Yours sincerely,

Margo Muris
Director of Finance & Resources

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



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