



The Key Educational Trust
Christ Church Academy
Old Road, Stone, Staffs, ST15 8JD
Tel: 01785 337754
E-mail: j.jones@theket.uk
CEO: Mr C M Wright

Vacancy: Finance Assistant
Grade: G04 SCP 5-6
Hours/Weeks: 21 hours per week, although some flexibility for the right candidate. Term Time Only.
Pro-Rata Salary: £12,638-£12,839, plus pay award pending
Commencement Date: ASAP
Contract Type: Permanent

About the Trust

Based in Stone, Staffordshire, The Key Educational Trust serves five academies and is part of the wider Stone School Partnership. Our schools vary in size from 550 children in the largest to 48 in the smallest and cover a wide age range from nursey to Year 8 (age 12-13yrs). All of our schools are Church of England schools.

The Key Educational Trust is a dynamic multi-academy trust with ambition to grow. The Trust is dedicated to providing high-quality education and opportunities for young people. With a strong commitment to financial sustainability and excellence, we are seeking a skilled Finance Assistant to join our central team and play a crucial role in managing the trust's financial operations. The post is based at Christ Church Academy, Stone.

The role

As Finance Assistant, you will play a key role in the financial administration of Christ Church Academy and the wider Trust and ensuring orders, invoices and payments are processed accurately and in a timely manner. The post holder will support the Chief Financial Officer in delivery of financial management and financial administration services across the Trust, ensuring the day-to-day financial activities are run with efficiency and probity.

This role advertised is for 21 hours per week, with hours to be mutually agreed and working 39.2 weeks per year (45.28 weeks paid) primarily to fit with the monthly management accounts timetable. There is also some flexibility on contract hours for the right candidate.

The post holder will be working alongside a small Trust finance team.

The successful candidate

The successful candidate will be appropriately qualified with several years' experience in a similar office environment at an appropriate level. We are seeking a self-motivated and driven individual who will be able to make an immediate impact with the team. The role may involve infrequent travel between Trust sites within Stone and Staffordshire.

We are looking for candidates who are passionate and ambitious with initiative, drive and commitment to support the Trust vision, 'Unlocking potential – building futures'

Further details and an application pack can also be found at: www.theket.uk (vacancies section).

Additional Information

This Academy is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment.

This position is subject to a “disclosure” check under the “Rehabilitation of Offenders Act 1974”. Further details regarding this check and Staffordshire County Council’s employment policy will be found within the application pack.

An online search will also be carried out as part of due diligence on all short-listed candidates.

Application Timescales

Any questions about this role or completed applications can be emailed to Mrs J Jones via j.jones@theket.uk
Candidates who are shortlisted will be contacted by telephone or email.

Closing date for Applications: **Monday 18th May 2026, 12 noon.**

Interviews will take place on **Thursday 21st and Friday 22nd May 2026.**

Start Date: **ASAP.**