**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:** Trust Finance Manager

**Grade:** G08 SCP 22-27

**Hours/Weeks:** 28 hours per week, term-time plus 2 weeks (0.70 FTE)

**Pro-Rata Salary:** £23,275.18-£26,630.71

**Commencement Date:** January 2026

**Contract Type:** Fixed Term Contract to 31st December 2026

**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 Manager to join our central team and play a crucial role in managing the trust’s financial operations.

**The role**

As Trust Finance Manager, you will play a key role in the financial health of the trust and ensuring compliance with financial regulations. The post holder will support the Trust Business Manager in the delivery of financial management and financial administration services across the Trust. They will be supporting the schools across the Trust in all financial matters ensuring the day-to-day financial activities are run with efficiency and probity.

This role advertised is for 28 hours per week, over four days and will initially working 41.2 weeks per year (48.01 weeks paid) primarily to fit with the monthly management accounts timetable. There will be some requirement to work during school holidays and in return some flexibility around time off during term time will be available in agreement with the Trust Business Manager (can be negotiable 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 appropriately senior 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 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](http://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: **Friday 31st October 2025**

Interviews will take place on **Tuesday 11th November 2025**

Start Date:  **5th January 2026**