



Bedford Inclusive Learning & Training Trust
Job Adverts

Finance Manager BILTT

THIS POST IS OPEN TO INTERNAL APPLICANTS ONLY

Post:	Finance Manager
Hours:	37 hours pw, TTO + 2 weeks + 5 training days
Salary scale:	BBU9 30 - 33
Responsible to:	BILTT Operations Manager
Job purpose:	<ul style="list-style-type: none">• Assist the School Operations Manager & Leadership Teams (SLT) with the day to day financial management of BILTT schools and associated undertakings.• Assist SLT to ensure management information is provided in a timely manner.• Develop financial controls and lead on monthly and year end close.• Lead on annual budget setting and periodic budget monitoring.• Co-ordinate the work of the Finance Team to ensure all tasks are completed to the required timescales.
To apply:	Application packs are available by emailing bernice.russell@biltt.org Tel: 01234 407100
Closing date	8.00 pm on Monday 16 th July 2018
Start date:	1 st September 2018

Clerk to BILTT Trust Board and LABs

Post:	Clerk to the Trust Board and LABs
Hours:	28 hrs, 4 days a week, term time only + 4 training days
Salary scale:	Level 3b + 2. point 18 – 21
Responsible to:	BILTT Operations Manager
Job purpose:	<ul style="list-style-type: none">• Provide advice to the Trust Board (TB) and Local Advisory Boards (LABs) on governance, constitutional and procedural matters to enable them to carry out Trust Board and Local Advisory Board functions, including for new schools as they join the Trust• Provide effective administrative support to the Trust Board and Local Advisory Boards and all their committees• Ensure the Trust Board and Local Advisory Boards are properly constituted• Manage information effectively in accordance with legal/statutory requirements
To apply:	Application packs are available by emailing bernice.russell@biltt.org Tel: 01234 407100
Closing date	12.00 pm on Monday 9 th July 2018
Start date:	1 st September 2018