



FINANCE ASSISTANT

20 Hours per Week

£25,989 (£14,048) per annum



**DURRINGTON MULTI
ACADEMY TRUST**



Welcome from the CEO



The Finance Assistant role is an important position within our central team, and this is a wonderful time to join DMAT. We are looking for a committed and organised individual who will contribute to the continued strength and effectiveness of our finance function.

The successful applicant will work closely with our experienced finance team, supporting the smooth running of day-to-day financial operations across the Trust and at Durrington High School. This role plays a vital part in ensuring that our financial processes are accurate, timely and well-controlled, helping to maintain the high standards we expect in a busy and fast-moving environment.

The work is extremely rewarding. All DMAT colleagues, whatever their role, share the same purpose: ensuring every child receives the best possible education, whatever their starting point. Our finance function plays a key role in enabling this, supporting schools so that resources are used effectively and responsibly. This makes working in finance at DMAT very different from many other finance roles—our decisions and processes are firmly values-led, with our children and staff at the centre of everything we do.

To be successful, you will bring strong organisational skills, attention to detail and a proactive approach to your work. You will be comfortable managing a varied workload, supporting colleagues and responding to queries, while maintaining accuracy and confidentiality at all times. You will enjoy working as part of a team and contributing to a positive, supportive working environment.

In return, we offer a supportive team, opportunities for development and the chance to play a meaningful role in a Trust that is always striving to get better. You will be joining a friendly and dedicated team who work collaboratively and remain focused on making a positive difference for our schools and communities.

Sue Marrooney, MBE

DMAT CEO





Who are DMAT?

Our Trust



Durrington High School



The Laurels Primary School



Oak Tree Primary School



Ringmer Primary &
Nursery School



Durrington Research School



IFT - South Downs SCITT



Durrington Multi Academy Trust is a growing trust based in West Sussex. Founded in 2014, we are committed to investing in our staff and leaders so every child achieves success. The trust applies evidence informed approaches to all aspects of its work.

Contact

-  **01903 705631**
-  **admin@dmateducation**
-  **www.dmateducation**
-  **@dmateducation**

Why Choose Us?



Our Philosophy

- Our moral purpose underpins all that we do: we serve our communities
- All children are entitled to an excellent education and it is our job to ensure this



We have a sustained track record of school improvement and of recruiting and retaining excellent staff



Support and Guidance

- At DMAT, you are never alone. You will enjoy excellent support from experienced professionals across the Trust.
- We are passionate about our work and helping to grow our Trust

STAFF BENEFITS



Virtual Doctor Service – 24/7 GP access with online consultations from home or work.



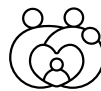
Counselling & Wellbeing Support – Confidential help when you need it.



Save money with discounts on food shopping, gyms, cinemas, holidays, and more from over 9,000 top brands.



Legal & Medical Advice Lines – Expert guidance at your fingertips.



Family Cover Included – Children under 18 at no extra cost.



A secure, predictable pension with 19.7% employer contributions.



Free onsite parking

**DMAT STAFF HAVE
ALREADY SAVED
OVER £20,000 IN
MEDICAL COSTS
SINCE APRIL 2025**



JOB DESCRIPTION

FINANCE ASSISTANT

£25,989 (£14,048 PRO RATA)

20 hours per week



CORE PURPOSE

The Finance Assistant role provides high-quality financial and administrative support to the central finance team and Durrington High School, ensuring accurate day-to-day processing, effective controls and well-maintained records.

The role focuses on transactional finance, including purchase orders, invoices, income and basic reconciliations, while supporting school-based activity such as trips and payments. It requires strong organisation, attention to detail and the ability to manage a varied workload while maintaining professionalism and confidentiality at all times.

FINANCIAL PROCESSING

- Raise and manage purchase orders in line with Trust procedures
- Process supplier invoices accurately and in a timely manner
- Record income and maintain up-to-date financial accounts
- Support preparation of payments and basic reconciliations

SCHOOL & STAFF SUPPORT

- Support administration of school trips, including payments and records
- Manage the collection and recording of school income
- Respond to staff queries regarding orders, payments and processes
- Liaise with suppliers to resolve queries and ensure timely delivery

ADMINISTRATION

- Maintain accurate spreadsheets and financial tracking records
- Ensure all documentation is well organised and easy to access
- Support filing, audit trails and document management processes
- Provide general administrative support to the finance team

COMPLIANCE & CONTROLS

- Follow Trust financial procedures and agreed processes
- Ensure records are accurate, complete and audit-ready
- Check financial information for accuracy and consistency
- Handle all financial information with confidentiality and professionalism

PERSON SPECIFICATION

FINANCE ASSISTANT



The Finance Assistant supports the Trust's financial operations by maintaining accurate records, processing day-to-day transactions and supporting effective financial controls across the Trust and at Durrington High School. The role requires strong numerical skills, good IT ability and the organisation to manage deadlines in a busy environment.

The postholder will work closely with colleagues, school staff and suppliers, providing clear communication and reliable financial support. They are expected to handle sensitive information with discretion, maintain audit-ready records and support consistent and efficient financial processes as part of the central team.

QUALIFICATIONS & KEY SKILLS

- GCSE (or equivalent) English and Maths (grade C/4+).
- Full driving licence.
- AAT Level 2 (or working towards) desirable.
- Commitment to developing financial knowledge and skills

PERSONAL QUALITIES

- Professional, reliable and able to maintain confidentiality
- Positive and proactive approach to work
- Willingness to support colleagues and work as part of a team
- Flexible and able to 'muck in' in a busy environment

KEY SKILLS & ABILITIES

- Strong numerical skills with attention to detail and accuracy
- Good IT skills, including use of Excel and finance systems
- Ability to organise workload and meet deadlines
- Clear communication skills when supporting staff and suppliers

REQUIRED KNOWLEDGE & EXPERIENCE

- Experience of working in a finance or administrative role
- Understanding of basic financial processes and record keeping
- Experience of working with data and maintaining accurate records
- Experience in a school or academy setting (desirable)





SAFEGUARDING

Durrington Multi Academy Trust is committed to the safeguarding and wellbeing of all our students and staff. It is a core expectation of every member of staff to safeguard the wellbeing of every child and young person within the Trust.

Staff are supported through regular training and are expected to adhere to the Trusts Safeguarding and Child Protection Policy at all times.

In addition to the statutory pre-employment checks, this appointment will be subject to an enhanced DBS check, a safeguarding background check and interview.

Durrington Multi Academy Trust is an equal opportunity employer and we welcome the unique contributions that everyone can bring to Durrington Multi Academy Trust in terms of education, opinions, culture, ethnicity, race, sex, gender identity and expressions, nation of origin, age, languages spoken, religion, disability, sexual orientation and beliefs.





HOW TO APPLY

Please apply using this [link](#), or by scanning the QR code below. Please upload a supporting statement (maximum of 2 A4 pages) to include:

- Why you would like to be appointed to this role and work with DMAT
- How the impact and experiences you have had make you a strong candidate

If you have any questions, please ask via the application portal or contact **recruitment@dmata.education**
01903 705631

Closing date: 9am Monday 22nd June 2026
Interview dates: TBC

We reserve the right to close the advert early should we deem it necessary

