

SENIOR FINANCE OFFICER

37 Hours per Week

£29,540



**DURRINGTON MULTI
ACADEMY TRUST**



Welcome from the CEO



The Senior Finance Officer 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 skilled individual who will contribute to the continued strength and development of our finance function.

The successful applicant will work closely with our experienced finance team, supporting the smooth running of day-to-day operations and helping us maintain high standards of financial control across all our schools. This role plays a vital part in ensuring we remain aligned with the Trust's strategic aims and compliant with our responsibilities, providing stability and clarity 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. To do this, we rely on talented staff who feel valued, supported and motivated to give their best every day. This makes working in finance at DMAT very different from many other finance roles—our decisions and practices are firmly values-led, with our children and staff at the centre of everything we do.

To be successful, you will bring strong financial skills, a proactive approach and the ability to work confidently both independently and as part of a team. You will enjoy a dynamic environment where no two days are the same, and where everyone is willing to 'muck in' and support one another. Alignment with our ethos and our commitment to continuous improvement is essential—our moral purpose underpins all that we do.

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 small, 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@dmat.education
- 🌐 www.dmat.education
- 👤 @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.



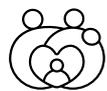
Counselling & Wellbeing Support – Confidential help when you need it.



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 £18,000 IN
MEDICAL COSTS
SINCE APRIL 2025**



JOB DESCRIPTION

SENIOR FINANCE OFFICER

£29,540

37 hours per week



CORE PURPOSE

The Senior Finance Officer provides high-quality financial support to the DMAT central team, Trustees and Headteachers. They ensure accurate day-to-day financial operations, strong financial controls in schools, and the maintenance of clear, audit-ready records.

The role supports budget monitoring, financial reporting and the continuous improvement of finance processes across the Trust. It requires excellent organisation, discretion, and the ability to prioritise workload to meet key deadlines.

The postholder works flexibly across the Trust and will travel to schools as needed to provide hands-on financial support.

FINANCIAL OPERATIONS

- Maintain accurate accounts and manage all day-to-day financial transactions.
- Raise purchase orders, reconcile goods received, and process invoices/BACS payments.
- Action online purchases and process journals/recharges in IRIS Financials.
- Liaise with suppliers to resolve invoice and delivery queries.

FINANCIAL REPORTING AND MONITORING

- Produce and share regular financial reports and monitoring spreadsheets.
- Complete VAT reconciliation and end-of-month control accounts.
- Support preparation of year-end accounts for audit readiness.
- Maintain accurate financial data to support budget management across schools.

INCOME, CASH HANDLING AND BANKING

- Count, record and bank cash/cheques; manage petty cash systems.
- Process third-party income, payroll claim forms, and midday meal hours.
- Maintain FSM records and issue holiday vouchers.
- Update shared income/expenditure spreadsheets with SCITT & Research School colleagues.

SCHOOL AND TRUST ADMINISTRATIVE SUPPORT

- Manage the financial administration of school trips.
- Assist with wider school administrative routines as required.
- Support additional Trust business as directed by senior leaders.
- Provide responsive finance support to schools, both remotely and on-site.

PERSON SPECIFICATION

SENIOR FINANCE OFFICER



The Senior Finance Officer supports the Trust's financial operations by maintaining accurate records, processing day-to-day transactions and ensuring strong financial controls across schools. The role requires confidence with numbers, good IT skills and the ability to manage deadlines in a busy, multi-site environment. The postholder will work closely with colleagues, school leaders and suppliers, providing clear communication and reliable financial support.

They are expected to handle sensitive information with discretion, contribute to audit readiness, and assist with budget monitoring and reporting. The role combines independent working with being an active member of the central team, supporting consistent and efficient financial processes across the Trust.

QUALIFICATIONS & KEY SKILLS

- GCSE (or equivalent) English and Maths (grade C/4+).
- Full driving licence.
- AAT Level 2-4 (or working towards) desirable.
- Evidence of ongoing professional development welcomed.

PERSONAL QUALITIES

- Discreet, professional, and able to maintain confidentiality.
- Proactive, reliable and highly organised.
- Works well both independently and as part of a team.
- Commitment to supporting schools and improving outcomes.

KEY SKILLS & ABILITIES

- Strong numerical skills and accuracy in financial processing.
- Confident using spreadsheets and finance systems.
- Able to prioritise workload and meet deadlines.
- Clear communicator with excellent attention to detail.

REQUIRED KNOWLEDGE & EXPERIENCE

- Experience in day-to-day financial operations and maintaining records.
- Understanding of financial controls and audit expectations.
- Experience supporting budget monitoring or reporting.
- School or public-sector finance experience 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@dmat.education**
01903 705631

Closing date: 5pm Monday 16th March 2026
Interview dates: TBC

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

