



TRUST FINANCE MANAGER

37 Hours per Week

£51,356



DURRINGTON MULTI ACADEMY TRUST

Welcome from the CEO



The Finance Manager 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 Marooney, MBE

DMAT CEO

Who are DMAT?

Our Trust



Durrington High School



The Laurels
Primary School

The Laurels Primary School



Oak Tree
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



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www.dmateducation



@dmateducation



Why Choose Us?



Our people tell the story best

At Durrington Multi Academy Trust, we believe that exceptional schools are built by exceptional people. This year we introduced our first independent, trust-wide workforce survey through Edurio, benchmarking our results against more than 82,000 education professionals nationally.

The results show a culture where staff are proud of their schools, committed to their pupils and positive about the support they receive.

Staff who would recommend their school to parents

+16% above national benchmark

Overall job satisfaction

+9% above national benchmark

Level of professional support

+7% above national benchmark



Our Staff Benefits

DMAT
Getting Better Never Stops



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



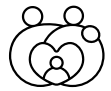
Counselling & Wellbeing Support: Confidential help when you need it.



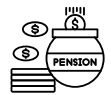
Save money with discounts on food shopping, gyms, cinemas, holidays, and more from over 9,000 top brands.



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



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



Secure pension scheme through Local Government Pension Scheme



Free onsite parking & private staff gym



Cycle to Work Scheme

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



JOB DESCRIPTION

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CORE PURPOSE

The Trust Finance Manager supports the Director of Finance in delivering an efficient, compliant and effective finance service across Durrington Multi Academy Trust.

The role is responsible for the operational management of the Trust's finance processes, including payroll administration, pension administration, VAT returns, banking and payment processes, ensuring that transactions are processed accurately and in accordance with Trust policies and statutory requirements. The postholder will work closely with school-based finance colleagues and provide support and guidance to ensure consistency of financial procedures across the Trust.

FINANCIAL OPERATIONS

- Lead the administration of the monthly payroll process.
- Prepare payroll instructions and supporting documentation for submission to payroll providers.
- Complete payroll checking and reconciliation activities.
- Administer annual pay awards and pay progression processes.
- Process colleague claim forms and associated payments.
- Maintain payroll records and supporting documentation.
- Liaise with payroll providers to resolve payroll queries and discrepancies.
- Administer Teachers' Pension Scheme and Local Government Pension Scheme processes.
- Complete pension returns and maintain pension records.
- Ensure compliance with payroll and pension regulations.

FINANCIAL CONTROL & COMPLIANCE

- Prepare the Trust's VAT returns for review and submission.
- Reconcile VAT control accounts.
- Support compliance with Trust financial regulations and procedures.
- Complete balance sheet reconciliations.
- Maintain strong internal financial controls.
- Assist with audit preparation and provision of supporting documentation.
- Support implementation and continuous improvement of financial procedures.
- Ensure appropriate financial records are maintained and retained.

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BANKING, BACS AND TREASURY ADMINISTRATION

- Manage BACS payment runs.
- Process banking transactions across the Trust.
- Reconcile bank accounts and investigate discrepancies.
- Monitor daily cash balances.
- Support treasury and investment administration activities.
- Process supplier and other payments in accordance with Trust authorisation limits.
- Assist with cashflow monitoring activities.

SCHOOL & TRUST SUPPORT

- Provide support and guidance to school-based finance colleagues.
- Assist with resolving financial queries from schools and central teams.
- Support the implementation of Trust-wide financial processes and procedures.
- Maintain positive working relationships with schools and external stakeholders.
- Support month-end and year-end finance activities.
- Assist with invoice processing and financial administration where required.
- Undertake other duties commensurate with the grade and responsibilities of the post.



PERSON SPECIFICATION

TRUST FINANCE MANAGER



The Finance Manager role requires a qualified and experienced finance professional with strong technical knowledge across payroll, pensions, reconciliations, VAT, financial controls and financial systems. Highly numerate, analytical and detail-oriented, with the ability to manage competing priorities, work independently and maintain high levels of accuracy and confidentiality. An effective communicator with excellent organisational skills, strong Excel capability and the ability to build positive working relationships across multiple sites. Professional, proactive and adaptable, with a commitment to continuous improvement and supporting the Trust's educational objectives.

QUALIFICATIONS & KEY SKILLS

Essential

- AAT Level 4 qualification or equivalent experience.
- GCSE English and Mathematics (Grade C/4 or above).
- Commitment to continued professional development.

Desirable

- Full or part-qualified accountancy qualification (ACCA, CIMA, CIPFA or equivalent).
- Payroll qualification.
- Pension administration training.

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.

EXPERIENCE

Essential

- Significant experience working within a finance role.
- Payroll administration and reconciliation.
- Pension administration.
- Bank reconciliations.
- BACS payment processing.
- VAT return preparation.
- Experience of maintaining financial controls.
- Experience of using finance systems and Microsoft Excel.

Desirable

- Academy Trust or maintained school finance experience.
- Experience of IRIS Financials/PS Financials.
- Experience of Teachers' Pensions and LGPS.
- Experience supporting audit processes.
- Experience supervising or coordinating staff.

PERSON SPECIFICATION

TRUST FINANCE MANAGER



KEY SKILLS & ABILITIES

- Strong numerical and analytical skills.
- Excellent attention to detail.
- Ability to prioritise workload and meet deadlines.
- Ability to work independently with limited supervision.
- Strong organisational skills.
- Excellent communication skills.
- High level of accuracy when processing financial information.
- Ability to maintain confidentiality.
- Strong Excel and data management skills.
- Ability to build positive working relationships with colleagues across multiple sites.

PERSONAL QUALITIES

- Professional, discreet and trustworthy.
- Strong commitment to accuracy and quality.
- Proactive and solution-focused approach.
- Commitment to continuous improvement.
- Flexible and adaptable.
- Positive and collaborative approach to teamwork.
- Commitment to supporting schools and improving outcomes for pupils.



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.



