



TRUST FINANCE OFFICER

22.5 Hours per Week

(£19,822 per annum pro rated)



DURRINGTON MULTI ACADEMY TRUST

Welcome from the CEO



The Trust Finance Officer role is an important position within our central team, and this is an exciting opportunity to join Durrington Multi Academy Trust. We are looking for a committed and organised individual who will contribute to the effective delivery of financial services across our schools and support the continued development of our finance function.

The successful applicant will work closely with the Director of Finance and wider finance team, helping to ensure the smooth running of day-to-day financial operations across the Trust. The role provides exposure to a broad range of finance activities, including financial processing, payroll administration, banking, VAT, reconciliations, reporting and audit support. It plays an important part in maintaining strong financial control and providing high-quality support to colleagues across our schools.

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 achieve this, we rely on talented staff who feel valued, supported and motivated to give their best every day. Working in finance within an academy trust offers a unique opportunity to see the direct impact that effective financial management can have on the experiences and outcomes of children and young people.

To be successful, you will bring strong organisational skills, attention to detail and a positive, proactive approach. You will be comfortable working with financial information, managing competing priorities and maintaining high levels of accuracy. You will enjoy working collaboratively within a supportive team while also being able to work independently when required. Most importantly, you will share our values and commitment to continuous improvement, with our moral purpose at the heart of everything we do.

In return, we offer a supportive and welcoming team, opportunities for professional development and the chance to broaden your skills across a wide range of finance activities. You will be joining a small, friendly and dedicated team who work collaboratively to provide excellent support to our schools and who remain focused on making a positive difference for our pupils, staff and communities.

Sue Marrooney, MBE

DMAT CEO



About DMAT

Our Trust



Durrington High School



The Laurels Primary School



Oak Tree Primary School



Ringmer Primary & Nursery
School



Durrington Research School



South Downs Teacher Training

Contact

✉ recruitment@dmat.education

🌐 www.dmat.education

👤 [@dmateducation](https://www.instagram.com/dmateducation)

Our Core Principles



Durrington Multi Academy Trust is driven by moral purpose. At DMAT we believe children only get one chance at education. Our moral purpose is to ensure that every child achieves and succeeds, whatever their starting point.

Everything we do is driven by three core principles:

- **Excellence:** high-quality education in every classroom for every child
- **Aspiration:** a relentless belief that all can achieve beyond expectations
- **Transformation:** improving life chances for young people and their communities

DMAT's approach is built around partnership. We support school leaders to focus on the work that matters most: improving teaching, strengthening culture, and securing excellent outcomes for pupils.

Our central team provides expert support across finance, HR, operations, estates, governance, compliance, and school improvement. This enables leaders to spend more of their time on children, staff, and the quality of education.

The Trust has a sustained focus on developing people. The presence of Durrington Research School and South Downs Teacher Training gives DMAT a distinctive strength in teacher development, evidence-informed practice and system leadership.

Our staff are our most important asset. Our colleagues are hard working and totally committed to ensuring the best education for every pupil.



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.



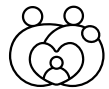
Counselling & Wellbeing Support: Confidential help when you need it.



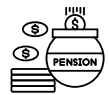
Save money with discounts on food shopping, gyms, cinemas, holidays, and more from over 9,000 top brands.



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



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



Secure, excellent Local Government Pension Scheme



Free onsite parking



Cycle to Work Scheme

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



JOB DESCRIPTION

TRUST FINANCE OFFICER

£19,822 PER ANNUM - PRO RATA

22.5 hours per week



CORE PURPOSE

The Trust Finance Officer supports the Director of Finance and wider Trust finance team in delivering accurate, efficient and well-controlled financial services across Durrington Multi Academy Trust.

The role contributes to financial processing, payroll administration, VAT, banking, reconciliations, reporting and audit support, helping to ensure strong financial control and consistent support for schools across the trust. It is suited to a finance professional who is keen to develop their skills and take on increasing responsibility within a supportive Trust environment.

FINANCIAL ACCOUNTING

- Support month-end and year-end processes, including journals, accruals, prepayments and deferred income.
- Prepare control account reconciliations and maintain accurate financial records and supporting evidence.
- Assist with fixed asset accounting, depreciation schedules and related record keeping.

REPORTING AND GOVERNANCE

- Prepare routine financial reports, schedules and supporting analysis for leaders, committees and management accounts.
- Provide clear financial information to support decision making and Trust oversight.

BANKING, CASHFLOW AND TREASURY

- Monitor bank transactions, complete bank reconciliations and support internal funding transfers.
- Assist with cashflow monitoring and maintain appropriate banking records.

VAT, PAYROLL, PENSION AND STATUTORY RETURNS

- Prepare VAT returns and maintain accurate VAT records and evidence.
- Support payroll administration, including starters, leavers, contractual changes, payroll checks and reconciliations.
- Assist with pension administration and annual pension returns, including Teachers' Pension and LGPS processes.

SCHOOL AND TRUST SUPPORT

- Provide practical support to finance and non-finance colleagues on systems, processes and procedures.
- Support procurement activity, process improvement and consistent financial practice across the Trust.

AUDIT, COMPLIANCE AND PROFESSIONAL DUTIES

- Support internal and external audit preparation, including gathering information and maintaining audit-ready records.
- Comply with Trust policies, financial regulations, confidentiality, data protection and safeguarding expectations.
- Undertake training and any other duties reasonably commensurate with the grade of the post.

PERSON SPECIFICATION

TRUST FINANCE OFFICER



Category	Criteria
Essential	Qualifications • GCSE English and Mathematics Grade 4/C or above. • AAT Level 3 or equivalent relevant experience. • Commitment to continued professional development. Experience • Experience in a finance or accounting environment. • Experience processing transactions, maintaining accurate records and completing reconciliations. • Experience using finance systems and Microsoft Excel. • Able to manage competing priorities and confidential information Knowledge • Understanding of basic accounting principles, financial controls, reconciliations and the need for accuracy. • Understanding of confidentiality and data protection requirements. Skills & Abilities • Strong numerical and analytical skills. • Excellent attention to detail. • Able to organise workload, meet deadlines and work accurately under pressure. • Clear written and verbal communication skills. • Able to explain finance information to non-finance colleagues. • Able to work independently and as part of a team. Personal Qualities • Professional, trustworthy and discreet. • Positive, proactive and approachable. • Well organised, adaptable and willing to learn. • Able to build effective working relationships. • Committed to the Trust values and to safeguarding children and young people. Confidentiality is required at all times.

PERSON SPECIFICATION

TRUST FINANCE OFFICER



Desirable

- AAT Level 4, part-qualified accountancy qualification, or payroll qualification/training.
- Experience in schools, academies or the public sector
- Experience of payroll, VAT, month-end/year-end processes, budgeting or financial reporting.
- Experience using PS Financials or a similar system.
- Knowledge of academy trust finance, payroll processes, pension administration, VAT in education, audit requirements or financial compliance.
- Advanced Excel skills, such as formulas and data analysis
- Ability to identify improvements to systems, controls and processes.
- Experience producing reports for managers, governors or committees.
- Potential to develop into broader or more senior finance responsibilities over time.



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](#). 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**

Closing date: 9am Monday 10th August 2026

Interview date: Thursday 20th August 2026

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