



South Essex Alliance Multi Academy Trust
Trust Finance and Payroll Officer

Salary: Scale 6 point 12-17 (£22571 - £24920)

Contract type: Full time, 52 weeks per year

Contract term: Permanent

Reporting to: CFO and linked headteacher(s)

Start: 30.8.2022 or earlier if possible

Flexible working with home-based, school-based and hot-desking options to suit the right candidate.

Job Description:

This is an interesting and rewarding opportunity for an experienced finance administrator. You may be someone who has worked within school administration and finance for a while and is seeking greater responsibility. You may have worked within a different industry and have a sound financial background but are looking for a job within a school-based environment.

You will be a critical member of the developing central finance and operations team. You will work alongside the Trust Business Officer, the Chief Finance Officer, and the Chief Executive (particularly with regard to managing the central budget). You will be able not only to undertake regular tasks with diligence and initiative, but you will also be able to provide ideas and strategic thinking to our senior leaders. You will play a key role in developing the sound financial management of our schools and our central trust operations. We value systems thinkers and problem solvers.

We have three schools within our Trust. We operate a hybrid centralised model whereby our officers are often more closely linked to one or two of our schools, whilst also undertaking cross-trust work. This can be discussed at interview.

A key colleague will be the Trust Business Officer who has a specific remit over value for money, funding generation, contracts and licences, and who also provides financial support to at least one of our schools and contributes to the central finance function.

Duties and responsibilities:

- Support the CEO and CFO on all financial matters relating the Trust and its schools
- To support finance officers across the trust with special attention given to fixed assets registers, accruals and prepayments adjustments monthly.
- Provide more detailed knowledge and support to at least one of the schools within the trust and its headteacher/local school board
- Contribute to the preparation of annual budgets as required
- Prepare management accounts with variances and cash flow forecasts and support HTs in monitoring budgets.
- Work across the Trust to contribute to multi-year budgets and undertake forecasting to inform the delivery of the Strategic Plan
- Manage payments, manage cash flow, direct debit income and gift aid claims
- To upload invoices and create BACs payments for the trust on the MAT finance system (currently SAGE).
- Process the payroll and ensure that all pension payments are processed on a timely basis and liaise with the pension provider where necessary
- Play a part in grant claims and income streams
- Contribute to Trust fundraising and sponsorship activities
- Support the CFO in developing and maintaining new financial reporting, providing a quick and simple overview of the financial health of the Trust and highlighting likely issues
- Liaise with local governors and trustees providing guidance and expertise in the area of financial management
- Support staff in preparation of funding proposals, invoicing and claims
- Attend governance meetings as required
- Maintain an efficient filing system
- Contribute to the internal communications systems to ensure ease of access to key information

- Contribute to policy development and quality control, liaise with internal and external auditors as part of the wider finance and operations team.

Person specification:

	Essential	Desirable
Appropriate degree or professional qualification (preferably Level 4 or above)	X	
Experience of working in a supervisory role, with line management experience		X
Experience in managing payroll (we have external payroll provider)	X	
Experience in using Excel/Sheets and other accounting software and applications	X	
Practical experience of managing accounts and computer systems, budget setting & setting up systems for financial management	X	
Communication Written: ability to produce returns and reports Verbal: ability to exchange complex information clearly and sensitively Negotiating: ability to achieve best possible outcomes and manage difficult conversations	X	
Organisational skills: The ability to plan and organise workloads using your initiative and being able to delegate effectively and appropriately	X	
Ability to work in a timely manner and meet deadlines	X	
Knowledge of Google applications and workspace		X
Commitment to becoming proficient in Google applications and workspace	X	
Knowledge of school finance and funding, restricted funding, probity and value for money	X	

Have a good understanding of the primary curriculum and the learning experience delivered in primary settings		X
Have experience and knowledge of third sector / school reporting and governance	X	

About SEAMAT:

South Essex Alliance Multi-Academy Trust is a group of three primary schools that are located in Rayleigh and Wickford. We take a holistic approach to education and this is a philosophy that runs through our schools and how we work with both children and adults - everyone and everything matters.

Our mission is to ensure that all children are *Lit Up with Learning* and we believe in the value that each and every human brings to our schools.

For more about our vision and the principles that underpin our organisation, please see our website: seamat.org.

For an informal confidential discussion please contact: info@seamat.org including TFO in the subject line.

Position start date: 30.8.2022 or sooner if possible

Closing date: 15.7.2022 12pm

Interview date: *to be confirmed - week beginning 25th July 2022*

SEAMAT is fully committed to safeguarding and promoting the well being of children and young people. We expect all of our staff to share this commitment. The successful applicant will be made a conditional offer subject to pre employment checks including an enhanced DBS check, medical check and references.