
Trust Finance Manager

Line Manager: Trust Finance Director

Contract Type: Permanent / All Year Round

Salary: NJC Grade 12 Point 35 – 38; £44,711 – £47,754 (Depending on experience.)

Required for: September 2025

The Merchant Taylors' Oxfordshire Academy Trust is a multi-academy trust currently consisting of Wallingford School, Brightwell-cum-Sotwell Primary School and Aylesbury UTC.

We are privileged to carry the Merchant Taylors' name and value our relationship with the Company. Their interest, benevolence and engagement with education resonate with our ethos as a Trust.

Our schools are about academic achievement but also personal development and opportunity so that our young people leave us equipped with the skills and experiences which will enable them to thrive. This vision is understood by all members of our school communities and lies at the heart of our ethos.

Our function as a multi-academy trust is to encourage collaboration, innovation and professional development within structures which ensure that our focus is on ensuring that the young people in our educational establishments have the very best possible provision. We work across and within our schools, recognising that the best school-to-school support is deep, embedded and impactful.

Our vision and values are rooted within a belief that every young person is capable of being successful regardless of background, prior attainment or previous school experience.

We believe that schools should serve their local communities and be able to offer the breadth and depth of educational experience which young people deserve in the 21st Century. For us school is about achievement and progress but it is also about supporting our young people to become rounded, well-adjusted young adults ready to lead fulfilling and rewarding lives and to play their part in society.

The approach taken by Merchant Taylors' Oxfordshire Academy Trust (MTOAT) is to focus on delivering a high quality of education in a small number of academies. This strategy enables the MTOAT leadership team to place the maximum possible focus on each academy as it joins the MAT and is, we believe, particularly well-suited to helping struggling schools to address the issues they face.

About the role

The Trust Finance Manager is responsible for the day-to-day management of the finance office and will work closely with the Trust Finance Director to ensure processes are carried out efficiently, effectively and accordance to the MTOAT financial regulations. The role will entail

the management, oversight and support of the finances of the schools in the Trust and supporting the budget making process, monitoring the budgets throughout the year and providing financial forecasts, analysis and recommendations.

Key purpose of the role

- To work in conjunction with the Trust Finance Director and Head teachers / Principals to manage the school's finances;
- To provide timely information to enable the Head teachers / Principals and Senior Management Team to make informed decisions
- To assist the Trust Finance Director with strategic financial planning & budgetary control
- To support the Trust Finance Director with monitoring performance against budget
- To provide financial guidance and support to the Finance Officers and Budget Holders
- To work closely with the HR team to ensure the monthly payroll is run smoothly and accurately

Core responsibilities

- Work with Trust Finance Director and Head teachers / Principals to establish priorities for expenditure and use of resources to ensure value for money.
- Work with the Trust Finance Director to prepare the school's annual budget and in year reforecasts using the budgeting software
- Work with the Trust Finance Director in preparation of schools' and Trust management accounts
- Carrying out month end procedures in accordance with the Trust month end checklist
- Ensuring all funding is correctly and timely received and recorded.
- Work closely with Trust Finance Director to ensure that the Trusts Integrated Curriculum Financial Planning (ICFP) tool is kept up to date
- Carry out benchmarking using the ICFP tool and other information
- Liaise with other staff to set clear budgets for each department
- Provide budget holders with regular updates of their accounts and advise them on matters relating to their budgets.
- Look to identify opportunities for efficiencies and maximising income opportunities where possible.
- Reviewing the utilisation of specific funding such as Pupil Premium and SEN funding
- Review of School Condition Allocations and capital expenditure in line with budgets set
- Review payroll claims and reports to ensure reports are accurate and amendments are properly authorised and evidenced;
- Ensure monthly pay claims and other changes are input into Payroll system (Access) by deadline
- To provide support in the monthly checking of payroll
- Ensure correct entry of payroll journal into school accounts
- Reconciliation of sales and purchase ledgers and review of aged debtors and creditors
- Post and review accruals, prepayments, accrued and deferred income

- Ensure all balance sheet reconciliations are up-to-date and any queries are resolved
- Review and analysis of other income, including lettings, uniform sales, offsite educational visits, etc. to ensure that income is properly and completely recorded
- Line management of the senior finance officer / finance officers
- Completion of VAT return for review by the Trust Finance Director
- Undertaking such other duties as reasonably correspond to the general character of the post.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Person Specification

Essential

- Part Qualified to at least CIMA, ACCA, ACA, or CIPFA, AAT level 4 level or experienced at this level
- Significant experience in a Finance Department or accounting practice in the Education sector
- Good understanding of financial best practice, controls and procedures
- Experience of assisting with the preparation of monthly management accounts, maintaining control accounts and related reconciliations
- Producing financial analysis and reporting
- Experience in Microsoft Office & advances skills in Excel data management & reporting
- Experience in at least one accounting package specifically used in the education sector
- Experience working with data of a confidential nature which is financially sensitive
- Ability to analyse financial issues & problem solving
- Organised and thorough, with a good eye for detail
- Ability to work effectively under pressure, managing conflicting priorities and meeting challenging deadlines
- Ability to work independently
- Adaptable, open to change, and willing to take on challenges with enthusiasm.
- Excellent interpersonal skills: able to work and communicate effectively with varied groups of stakeholders: and good team working skills
- Exemplary standards of personal integrity, behaviour and professionalism
- Contribute positively and play a proactive role in achieving individual and team objectives, to timetable and work plan
- Working as a member of a team
- Working in an environment where experiences included taking Initiative and self-motivation.

Desirable

- University degree or equivalent
- Experience of working in the education sector
- Experience of leading/managing a team
- IRIS Financials (PS Financial)
- Relevant personal and professional development