

# Accounts Payable Manager

## Matrix Academy Trust Head Office

Leamore Lane, Bloxwich, Walsall, West Midlands, WS2 7PS

**Full Time - 37 Hour Per Week**

**£27,365-£28,895**

**Matrix Academy Trust is expanding.** We are a Trust with five schools, estimated 5250 children, over 600 staff and a passion for school improvement. Due to Turves Green Boys' School recently joining the Trust, we are creating new roles within the finance department based at head office. As a Trust we have high expectations of our committed and dedicated staff.

We are seeking to appoint a Accounts Payable Manager to provide leadership and management to the Accounts Payable and Receivable Teams whilst supporting the Finance Director. This is a great opportunity to join an evolving and growing finance department. The successful candidate will have experience of managing a fast-paced finance department and a strong understanding of financial processes and procedures. They will also need to have a willingness to learn new skills and undertake regular training.

### Key Responsibilities Include:

- Provide finance support to headteachers and all school staff
- Line manage Accounts Payable and Accounts Receivable staff, developing procedures, monitoring and checking processes are being followed
- Being responsible for the Creditor and Debtor Control Processes
- Monthly reconciliations and reviews
- Monitor and develop KPIs
- Develop effective systems of internal audit control, in accordance with the ESFA's Academies Financial Handbook

Visit [www.matrixacademytrust.co.uk/vacancies](http://www.matrixacademytrust.co.uk/vacancies) for more information and a detailed job description.

Application Forms and queries should be sent to [recruitment@matrixacademytrust.co.uk](mailto:recruitment@matrixacademytrust.co.uk)

**Application Deadline: Monday 27th September 2021**