

Finance Officer

Matrix Academy Trust Head Office

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

Full Time - 37 Hour Per Week

£26,350 -£27,942

Matrix Academy Trust is an expanding Trust with five schools, estimated 5500 children, over 600 staff and a passion for school improvement.

We are seeking to appoint an ambitious and proactive **Finance Officer** to assist in providing the trusts Accounts supporting the Accounts Manager. This is a great opportunity to join an evolving and growing finance department within a thriving trust. The successful candidate will have experience of working within fast-paced finance team and a strong understanding of financial processes and procedures. The post requires an individual who has the ability to use their own initiative and is adaptable to meet changing needs of the trust and demands of our schools. You will play a vital part of the finance team, this is a varied and interesting role which ultimately contributes to the education of the pupils within the trust. As a Trust we have high expectations of our committed and dedicated staff.

Key Responsibilities Include:

- Review, manage and adhere to all grant terms and conditions ensuring compliance
- Budget management, investigating variances and being responsible for the providing informed information to headteachers and budget holders
- Monthly reconciliations and reviews
- Processing Monthly adjustments including accruals, prepayments and intercompany transfers
- Provide finance support to headteachers and all school staff
- Assist in the development and implementation of financial procedures of all transactions/activities with your assigned schools
- Develop effective systems of internal audit control, in accordance with the Trust's Financial Procedures and ESFA's Academies Handbook

Visit www.matrixacademytrust.co.uk/vacancies for more information and a detailed job description.

Application Forms and queries should be sent to icoley@matrixacademytrust.co.uk

Application Deadline: TBC
Early Applications Welcome

Matrix Academy Trust is committed to safeguarding and promoting the welfare of children.
All appointments are subject to an enhanced DBS clearance.