



Slough and East Berkshire
C of E Multi Academy Trust

Finance Manager

Required – ASAP

**Salary scale -
In the region of £35,000 to £45,000 depending on experience**

**Mon – Thurs 8am-4.30pm Fri 8am-4pm (37 hours) full year (52 weeks)
(flexibility on hours will be considered)**

We are looking to appoint a Finance Manager to work directly for Slough and East Berkshire Multi Academy Trust.

Slough and East Berkshire Church of England Multi-Academy Trust (SEBMAT) has been established to form a group of schools which can support each other to ensure the best possible outcomes for the young people in Slough and the nearby areas. It includes primary and secondary schools and has a Christian ethos.

Main responsibilities for this post:

- To support the Finance Director (FD) in providing accurate and timely information and reporting for the schools within the Trust
- Preparing relevant statutory compliance documentation and submissions for their schools in line with the requirements of regulatory bodies and agencies
- Day to day management of the Trust's finance systems and associated processes, with oversight from the FD, including undertaking monthly reconciliations
- Production of accurate and timely management accounts for each school on a monthly basis
- Provision of financial information and advice to the Head Teacher at each of the academy's schools
- Complete monthly bank reconciliations Monitor budgets including income and expenditures.
- Oversee and line management of payroll function.

The successful candidate will be a qualified / part qualified accountant (or with extensive schools finance experience) and take responsibility for all financial processes, including bookkeeping, management reporting and assisting in the preparation of statutory accounts

Applicants must demonstrate the flexibility to work efficiently in a busy and fast moving environment, attention to detail and the ability to work to deadlines.

We are, of course, committed to safeguarding the welfare of our students and staff and will conduct all necessary DBS checks as part of our recruitment process.

We look forward to hearing from you.

If you would like to contribute to our exciting future please contact our HR Advisor, Beverly Glanville for an application form bgl@slougheton.com or visit our website at www.sebmat.com in the vacancy section for further details and application pack. **CV's alone will not be accepted as a valid application.**

NO AGENCIES PLEASE

Closing date: Friday 8th July 2022

Interviews: w/c 11th July 2022