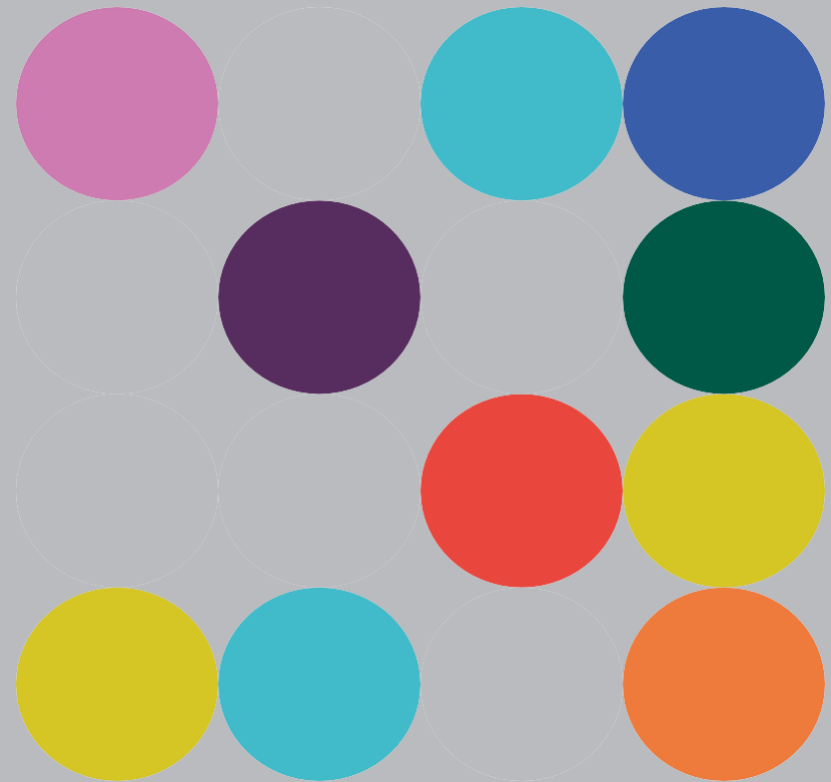


# FINANCIAL CONTROLLER RECRUITMENT PACK

*May 2025*



# Job description



## Post title

Financial Controller



## Salary

£33,366-£35,235 (FTE) – pay award pending



## Hours of work

30-37 hours per week



## Post status

Fixed term maternity cover in the first instance

## We offer

- Excellent professional learning and support at every stage in your career, with opportunity for continued personal development through our Talent Pathway Career development opportunities.
- Enthusiastic and supportive team.
- An enthusiastic and supportive team of staff, parents and governors
- A core belief in staff wellbeing and work life balance for all, evidenced in policy and practice.
- Year-round free access to our fitness suites.
- Benefits including funded counselling, physiotherapy and GP and other medical support.

## Purpose

This is a pivotal role within the finance team, working closely with school and Trust staff. You will lead financial planning and monitoring for a selection of schools, meeting half-termly with Headteachers to advise on budget management and best practice across all financial activities.

## Role Location

Shrewsbury, SY1 3QR

## Why this role above others?

The finance team forms part of the Trust's Shared Services team providing professional services supporting the delivery of 'Achievement through Caring' to our family of schools and to one another.

Our staff wellbeing survey tells us staff love working here because of the relationships between staff, departments and our family of schools.

The team consists of colleagues who have all taken different routes with their studies and career paths and will be able to guide you and assist through your training and development journey. The Trust is continuing to grow which has and will continue to offer ongoing career development opportunities for its staff.

Any questions regarding the role can be raised with Charlotte Allsopp ahead of the closing date:

[charlotte.allsopp@mmat.co.uk](mailto:charlotte.allsopp@mmat.co.uk)

## Responsible to:

Head of Finance

## Outline of role and main duties:

We are seeking an experienced Financial Controller to join our central finance team and drive financial excellence across our trust. In this pivotal role, you will provide strategic financial oversight, ensure smooth and efficient financial operations, and support our schools in achieving their very best.

To be successful you will have a minimum of 3 years' experience in a similar role and be at least part qualified (AAT, ACCA, ACA, CIMA), with the necessary skills and personal qualities to support our schools. Your expertise in financial management, reporting, compliance, and procedures will be essential in providing strategic and operational financial support to our schools. You will lead on budget setting and monitoring for a selection of schools, ensuring financial plans align with each school's strategic objectives. You will be responsible for preparing monthly management accounts, providing detailed analysis and commentary to support Headteachers in making informed strategic financial decisions.

This post will be based in Shrewsbury with the expectation that the post holder will travel between their selected schools as and when required.

- Assist the Head of Finance in ensuring strong financial controls are in place and adhered to across the Trust.
- Champion strong financial governance and scrutiny.
- Support in the development and upskilling of finance team members.
- Maintain robust finances and to ensure the Trust financial objectives are achieved.
- Be proactive in ensuring the Trust's financial sustainability and that value for money is achieved in all activities.

## Financial Operations:

- Ensure all financial transactions are processed in an accurate, efficient and timely manner.
- Work closely with the Finance Officer to ensure that all petty cash, charge cards and bank accounts are reconciled appropriately on a timely basis.
- Be responsible for supplier payments and banking transactions with assistance from the Finance Officer.
- Ensure accurate posting of journals to the finance system.
- Complete the Trust's monthly VAT 126 return and submit to HMRC.
- Support the Head of Finance in developing and implementing efficient financial processes.
- Ensure strong financial governance and compliance with the Academy Trust Handbook and Academies Accounts Direction.
- Assist the Head of Finance with internal and external audit and year-end preparation as required.

## Financial Management:

The postholder will be allocated a selection of Trust schools and will be the key contact for financial matters. This will include:

- Monitoring the performance of school budgets, ensuring that expenditure limits are adhered to, and budgets are managed within agreed parameters.
- Provide financial advice to budget holders and Headteachers. Reporting any variances or potential issues to the Head of Finance.
- Regular monitoring and reporting of key financial metrics, identifying material variances and reporting to the Head of Finance.
- Preparation and review of monthly management accounts, forecasts and budgets.
- Ensure debtor balances are reviewed, and appropriate actions are being taken in regard to debt collections
- Production of 3-year financial forecasts for Schools considering key performance drivers such as pupil numbers and staffing headcount for a selection of Trust schools.
- Support the Director of Finance and Business to develop and implement more efficient financial processes.
- Assist the Director of Finance and Business with year-end preparation and audit.

### Strategic responsibilities:

- Support the Trust and central shared services to meet its aims and objectives in supporting schools.
- Ensure the strategic and effective use of resources, making recommendations where improvements could be made to achieve greater value for money across the Trust.
- Actively contribute to the finance team's annual Department Development Plan which contributes to the Trust's Development Plan.
- Provide financial training and support across the finance team and to school staff.





### Developing self and others:

- Line manage a selection of finance team members, including annual appraisal and objective setting.
- Take responsibility for own professional development including maintaining an up-to-date knowledge of sector developments and related legislation.
- Engage fully in performance management and annual objective setting of self and other finance team staff.
- contribute to effective staff induction and professional development.
- manage own workload, providing support where necessary and delegating where appropriate.
- to ensure that professional duties are fulfilled, as identified in regular line management meetings and appraisal meetings.

### Objectives and outcomes:

To be agreed with the successful post-holder once appointed.

# Person specification

	 <b>Essential</b>	 <b>Desirable</b>
 <b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• 5 GCSE's or equivalent including Maths and English</li> <li>• Hold a relevant accountancy qualification (AAT, ACCA, ACA, CIMA or equivalent)</li> <li>• Full driving licence</li> </ul>	
 <b>Experience</b>	<ul style="list-style-type: none"> <li>• Minimum 3 years' experience in a similar accounts / finance role</li> <li>• Experience of financial management, reporting and budgeting</li> <li>• Excellent interpersonal skills and experience of coordinating and leading meetings</li> <li>• Working to monthly deadlines and reporting on a timely basis</li> <li>• Experience of Sage Intacct or similar cloud-based finance systems</li> </ul>	<ul style="list-style-type: none"> <li>• Line management responsibilities, conducting of annual appraisals and objective setting of team members</li> <li>• Experience of working in an educational setting or other relevant environment</li> <li>• Knowledge of the DfE's Academy Trust Handbook and Academies Accounts Direction requirements</li> </ul>




In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

Motivation to work with children and young people

Ability to form and maintain appropriate relationships and personal boundaries with children and young people

Emotional resilience in working with challenging behaviour, and attitudes to use of authority and maintaining discipline

# Person specification

	 <b>Essential</b>	 <b>Desirable</b>
 <b>Skills</b>	<ul style="list-style-type: none"> <li>• Strong communication and organisational skills</li> <li>• Ability to confidently present financial information effectively to all stakeholders</li> <li>• Ability to work as part of a team and individually</li> <li>• Willingness to participate in training and development opportunities</li> <li>• Ability to approach tasks proactively and in a solution focused way</li> <li>• Possess good IT skills</li> <li>• Approachable and willing to take matters forward to reaching a resolution</li> <li>• Attention to detail and a positive 'can do' attitude</li> <li>• Ability to maintain confidentiality</li> </ul>	<ul style="list-style-type: none"> <li>• Supervise and lead the development of other staff</li> </ul>

# Welcome from the CEO



**This is a high achieving Trust that is imaginative and creative in its approach to teaching and learning and is keen to look for continued sustained improvement.**

Our vision 'Achievement through Caring' is central to all that we do at The Marches Academy Trust. Our schools are, innovative and striving to ensure that young people make the very most of their learning adventure and are equipped with the skills required to prosper in the modern world.

We are immensely proud of the Alliance of Leading Learning who provide a wide range of professional development opportunities across our Trust, nationally and internationally.

*Sarah Finch*

CEO

The Marches Academy Trust

## Our family of schools currently includes:

- The Marches School and Sixth Form in Oswestry
- Sir John Talbot's School and Sixth Form in Whitchurch
- Tilstock CE Primary School and Nursery in Whitchurch
- The Grove School and Sixth Form in Market Drayton
- Lower Heath CE Primary School and Nursery in Lower Heath
- Shrewsbury Academy in Shrewsbury
- Longlands Primary School and Nursery in Market Drayton
- Grange Primary School and Nursery in Shrewsbury
- Oakmeadow CE Primary School and Nursery in Shrewsbury
- Woodlands School in Wem
- Idsall School and Sixth Form in Shifnal

# Meet our Chair of Trustees



Alex Fry

Chair of Trustees

Thank you for your interest in this role.

The Trust is looking to appoint an individual to build on our Trust's current strengths and achievements.

As a thriving Trust serving over 6,000 students and their families in Shropshire, this a pivotal role in driving continuous improvement across our schools and will contribute to our vision of 'achievement through caring'.

Collaborative working with other schools in our Trust offers many benefits for students and staff; sharing best practice in teaching and learning, curriculum collaboration, extracurricular opportunities, staff development, finance and human resources, legal services, school improvement structures and governance arrangements.

We hope that the opportunity to shape the work of our schools and their staff to harness their professional expertise, with the goal of securing excellent outcomes, is one you would relish.

The prospect of this role goes beyond the immediate job description. The successful candidate will influence and help shape the strategy of the Trust, have the opportunity to support our ITT provision, support leadership development and career paths as well as drive efficiencies across our schools.

For the right individual, this is an exceptional opportunity. The right candidate will have no better chance of working with wonderful students, super staff and shaping our Trust into the future.



# Who we are



## Welcome to the Marches Academy Trust!

We are a multi-academy sponsor based in Shropshire, currently comprising five secondary schools, five primary schools and one special school.

Across our Trust we have a wealth of experience to inspire and motivate children, young people and staff to be the very best they can.

Achievement Through Caring drives our Trust, and our values are shared throughout our family of schools; we work together on embedding them in everything we do.

Our Trust prides itself on delivering high quality education and connecting with our children and young people to inspire and enthuse them to learn, achieve and to be happy.

## Check out our video:

[You can click here to view.](#)

## Interested? Here's how to apply:

[Complete the online form here.](#)

## The closing date for applications is:

4<sup>th</sup> June 2025

## Interviews will be held:

13<sup>th</sup> June 2025

The Trust is committed to safeguarding and promoting the welfare of the children in our care and expect all staff to share this commitment.

A core belief in  
staff wellbeing  
and work life  
balance evidenced  
in policy and  
practice

# Our Trust Vision Statement and Values



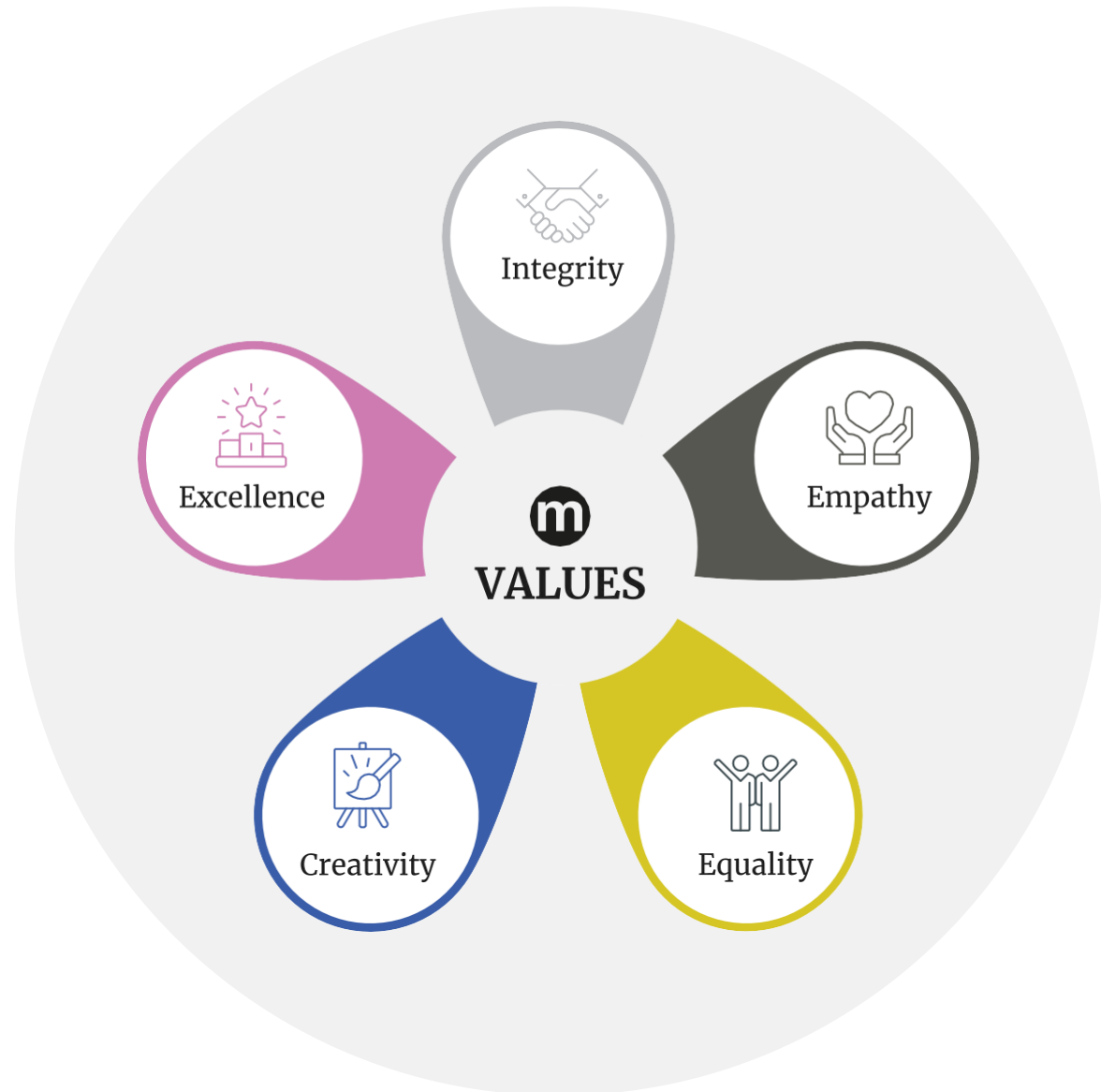
## Our Vision

Achievement through caring



## Mission Statement

As a Trust, it's our mission to empower everyone in our Trust and our communities to live and breathe our values and Achievement Through Caring, to reach their full potential.



# Our investment in you

## Talent Spotting our Future Leaders

Our Talent Pathway supports the professional development of staff within the trust. We identify leadership talent and leadership needs for future succession planning – ensuring relevant and practical leadership development opportunities for staff.

Our talent management programme and our Career Development Pathways provide a framework for the discussion of your leadership journey and the professional learning you can access along the way.

## Talent Contract

The Talent contract is a promise; a covenant between yourself and the trust that the Trust will do its' very best to support and develop you professionally. The Contract describes a variety of Professional development opportunities and encourages you to identify and pursue your training needs.

We believe successful creative lifelong learners participate in a journey of self discovery. They know how to learn, acquire skills and feel safe to take risks with confidence and courage.



# Our investment in you

We really care about employee wellbeing and our commitment is set out in our Wellbeing Policy and Charter. This commitment is underpinned by our four pillars of wellbeing;

## Emotional

Some examples include a robust induction programme, Trust newsletter, professional performance reviews (appraisal) and line manager check-in meeting. We have clear policies and procedures relating to all aspects of your employment and we carry out an annual well-being survey to gauge the health of our staff.

## Physical

We are blessed that our schools are located in beautiful Shropshire market towns and /or rural locations. We can offer discounted local gyms and onsite facilities in our secondary schools.

## Financial

We offer membership to two great pension schemes; Local government pension scheme and Teachers' pension scheme. Our terms and conditions are aligned to Burgundy Book & School Teachers Pay & Conditions Document (teachers) and NJC Green Book (associate staff). We also recognise continuous service for sickness, maternity and annual leave entitlements for those transferring under the Redundancy payments (local government) Modification Order (RPMO).

## Social

Encouragement of great working relationships and sense of belonging through team building events, PD days, end of term events and Trust Awards evening.

Supportive  
team

## Wellbeing Offer

We are delighted that our wellbeing offer includes access to a free confidential medical and wellbeing service with School's Advisory Service (SAS) for all staff. Services available include counselling, bereavement counselling, physiotherapy, menopause support and stress awareness sessions. We encourage staff to utilize SAS in seeking out preventative and early intervention by making support easily accessible for all!





We are a school led inclusive partnership representing all phases and school contexts nationally and internationally. Our core team at The Marches Academy Trust have trained over 400 ITT and over 150 School Direct students; we have also led the professional learning of over 5,000 educational leaders and governors.

We deliver the DfE National Professional Qualifications, and we actively encourage our staff to complete an NPQ programme at their earliest opportunity.

We also talent spot, from within our Trust team, colleagues who want to share their expertise and enhance their experiences by becoming an Improvement Consultant.

Supporting schools, departments and individuals across the Trust external schools.

Embracing all our work is the unique Professional Learning Conference we host each year which continues to inspire school colleagues nationally.

In joining The Marches Academy Trust you have direct access to an outward facing large group of outstanding schools across the West Midlands and beyond.

Quite simply we want to ensure the right expertise exists to enhance a self-improving system and impact learners, leaders and schools to drive continuous improvement.

You will be part of this success story as a member of our team; and on starting your new post you will also be starting your learning journey - with all the benefits of being part of a large and successful Trust with exemplary partnerships nationally and internationally.



We hold true to delivering current, inspirational training that has real impact back in the workplace. Most importantly our participants confirm in countless testimonials that we invest in their leadership journey.

Cavelle Priestley-Thelwell, Executive Director  
of People and Development)

# Bits you need to know

The Marches Academy Trust values each person equally. We are committed to building a diverse team and embedding a welcoming, inclusive culture that encourages diversity and authenticity. We believe this will encourage creative ways of thinking – ensuring we collaborate more effectively and achieve better outcomes. We welcome applicants from all qualified candidates who share this commitment.

Everyone within our Academy Trust shares the objective to help keep children and young people safe by contributing to:


Providing a safe environment for children and young people to learn in an education setting and identifying those who are suffering or likely to suffer significant harm, taking appropriate action with the aim of ensuring they are kept safe both at home and within the education setting and we expect all staff to share this commitment. Shortlisted applicants will be asked to declare any criminal convictions and will be subject to online checks. The successful applicant will be subject to an enhanced DBS check.


“This post is exempt from the Rehabilitation of Offenders Act 1974 and as such all applicants who are appointed to this post will be subject to an Enhanced Disclosure from the Criminal Records Bureau before the appointment is confirmed. This check will include details of cautions, reprimands or warnings, as well as convictions and non-conviction information. Once provisionally appointed, the successful applicant may also be required to apply for an Enhanced Disclosure at predetermined intervals during the course of their employment whilst in this post.”



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