



The STAR

MULTI ACADEMY TRUST

CEO: Martyn Sibley B.Sc. (Hons)

Trust Accounting Manager

25 hours per week (Term Time Only + 3 weeks)

Grade K scp 29-32 (£19,798 - £21,503)

The STAR Multi Academy Trust is currently recruiting for a Trust Accounting Manager to join our team. This is a new position within the Trust, based at Tadcaster Grammar School. The main purpose of the role is responsibility for providing a professional accounting and financial service across our Multi Academy Trust. Reporting to the Chief Operating Officer, this role will encompass budget management and reporting, data analysis, and submission of returns and reconciliations.

The day to day duties will include:

- Preparation and monitoring of budgets and variances in line with long term strategic plans.
- Preparation of monthly management accounts, month-end reporting and year-end Financial Statements.
- Submission of statutory and ESFA returns.
- Ensuring the compliance of transactions to the Trust's policies and procedures by supporting the schools and the Trust finance team.
- Reviewing processes to ensure efficiencies are in place.

The candidate will ideally be ACCA/ CIMA/ACA qualified or part qualified, or be able to demonstrate a track record in a similar role within a charity. This will include experience in preparing monthly management accounts and the year-end annual Report and Financial Statement. You will need superb communication skills as this role will liaise with internal and external stakeholders. Experience of working with Excel to an advanced level is required.

This is a new and exciting role that will grow as the Trust grows and in return we can offer a supportive, committed and professional working environment, positive opportunities for professional development and a commitment to continuous learning, a challenging and demanding role which will stretch your accounting skills.

If you would like to apply for this post, please send your completed application form and letter of application, no longer than 2 sides of A4 (10pt font) which should address how your experience and skills match the person specification and the skills you will bring to the post. Candidates will be subject to an enhanced DBS check as part of our commitment to safeguarding.

Please can you respond to Claire Earl (c.earl@tgs.starmat.uk) by no later than 12 noon on Monday 6 May 2019 and interviews will take place w/c 13 May 2019

For more information please visit our website: www.tgs.starmat.uk

If you would like this information in another language or format such as Braille, large print or audio, please ask us. T: 01609 532917 E: communications@northyorks.gov

