



HISP Multi Academy Trust

Trust Finance Manager

Salary:	HCC Pay Scale F (£33,652 - £37,875) depending on relevant experience
Hours:	37 hours per week, Monday to Friday
Contract:	Permanent
Holidays:	25 days per annum plus banks holidays
Location:	Across the Multi Academy Trust as is required
Responsible to:	Chief Financial Officer
Responsible for:	A team of 4 Finance Assistants

HISP Multi Academy Trust believe in building excellent educational environments that inspire and unlock potential in all our school communities. We currently have three schools within our Trust covering the age ranges from nursery to 16 with plans to expand and grow quickly across our geographical location.

Whilst we are currently a small trust, we are ambitious and have a broad range of outward facing accreditations that support our schools and those within our local area. We are part of the Education Endowment Foundation Network with our HISP Research School. Evidence informed practice underpins our ethos, professional development and school improvement. We have an outstanding provision for training new teachers through our Hampshire SCITT Partnership, which also supports career progression for staff within our Trust and links to higher education. We have recently been designated, by the DfE, with two Teaching School Hubs covering Portsmouth, Southampton, the Isle of Wight and the South Eastern and South Western parts of Hampshire. The core purpose behind the Teaching School Hubs is to become centres of excellence for teaching and leadership training and development.

In order to support our growth plan and new designations, the Trust would like to appoint an experienced Trust Finance Manager to support the Chief Financial Officer and to work alongside the Head of Finance in the day to day running and management of the Trust. Key responsibilities will include financial management for the Trust which will involve ensuring Trust bank accounts are reconciled and all income and expenditure is accounted for, preparing cash flow plans based on budget forecasts, supporting the CFO with the preparation of annual audited accounts, ensuring that financial systems and processes are efficient and effective, and taking responsibility for ensuring that month-end procedures are implemented. The successful applicant will have a proven track record in financial management as well as having excellent people skills, and the drive, determination and desire to succeed.

If you wish to apply for this post, please review the full job description and person specification for this role, and then please complete our support staff application form. These documents can all be downloaded from our website at <https://www.hispmat.org/> Please email your completed application form to hr@hispmat.org. Please note that CV's will not be accepted. No agency applications either please.

The HISP Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring checks along with other relevant employment checks. We are also committed to providing equality of opportunity at all stages of the recruitment and selection process and ensuring that candidates are treated fairly and lawfully throughout the process.

Closing Date
Application form & further details
Informal Enquiries

Friday 2nd July 2021 at midday
HISP Multi Academy Trust ([hispmat.org](https://www.hispmat.org))
Paul Goodwin, CFO (p.goodwin@hispmat.org)
Wendy Webb, HR Manager (hr@hispmat.org)