



WMAT Finance Manager Recruitment Pack



Thank you for your interest in joining Weydon Multi Academy Trust at an exciting point in our journey.

Weydon Multi Academy Trust is a thriving and growing community of 18 schools and a sixth form college across Southwest Surrey and Northeast Hampshire, alongside our Trust SCITT, i2i, which plays a vital role in developing the next generation of teachers. While each school retains its own distinctive identity and community feel, we are united by shared values and a collective commitment to excellence for every child and young person we serve.

Collaboration sits at the heart of how we work. We are stronger together sharing expertise through subject networks and aligning curriculum and assessment to secure consistently high standards. This culture is underpinned by our Flow Working Charter, rooted in respect, reward and recognition.

The role of Finance Manager with our Trust is an important role to ensure the financial accuracy of financial reporting for our schools and colleges is compliant with DFE Academy Handbook and that our schools and colleges that monies are well spent on students' education to assist with providing strong student outcomes across all our phases of schools and colleges. Joining WMAT means making a meaningful difference at scale, supported by strong systems and processes, professional networks and a culture that values learning for pupils and adults alike.

We look forward to hearing from you.



John Winter
CEO

Job Title	WMAT Finance Manager
Salary	WA9 FTE pay range £47,155 - £54,388
Hours	Full Time 36 hours per week/52 weeks a year (flexible weekly working pattern)
Start Date	Autumn 2026
Closing date for applications	31 August 2026
Location	WMAT Trust Head office base is at Weydon School, Farnham. We also have a WMAT Trust hub office at Tomlinscote in Frimley. Within the role there may be a requirement to work flexibly across WMAT Trust offices and schools. This role could include an element of flexible working and hybrid remote working for parts of the working week.
Key Purpose	An exciting opportunity has arisen to join the central WMAT Finance Team as a Finance Manager. Ideally this post will be 36 hours / 52 weeks a year and is to support the financial accounting function for schools within the Trust. The successful candidate will be working alongside the existing finance team and the Principals / Headteachers of schools/colleges within the Trust to provide financial expertise and lead the budgeting / management accounting processes to keep them informed of financial performance. We are looking for someone with excellent financial acumen, a pro-active team worker with outstanding inter-personal skills and leadership skills.
Leadership	Attend Finance Manager meetings as required This role may require line management of finance colleagues, providing both technical and motivational leadership

Finance Resource Management	In conjunction with WMAT Finance and the principal/Head teacher, lead and prepare the schools' annual budgets ensuring that the budget facilitate plans for school improvement. Monitor income and expenditure in relation to the schools' budgets, produce monthly management accounts and re forecast reports with commentary for the Principals and Finance Chair of Governor of the local Governing Boards. Collaborate with budget holders and promote a culture of financial awareness across the schools/colleges Ensure that purchase orders are processed in a timely manner and are compliant with WMAT finance policy Prepare financial reporting documentation in accordance with the DFE financial regulations and WMAT financial policy Co-ordinate information to support the termly internal and annual external audits, liaising with all parties involved. Reconcile the schools' payrolls to the budget/forecast monthly. Responsible for analysing costs and other statistical information. Support the Finance Director and finance function in financial processes to ensure WMAT maintains statutory and regulatory compliance. Support the updating of the schools' asset registers ensuring that they are maintained and regularly updated. Ensure that all necessary statutory and other returns, reports and documentation are completed.
Finance Systems	Support the development and implementation of WMAT financial systems, processes and controls

Administration	Ensure that all manual and computerised records and filing systems relating to all areas within her/his remit are maintained as required. Ensure compliance with data protection regulations. Deal with correspondence promptly and as required.
General	Attend training sessions, conferences and meetings as required. Keep up to date with developments and changes in associated legislation and guidance and communicate information to colleagues as appropriate. Support the Principal/ Headteacher and line manager in advising the Local Governing Boards as appropriate. Consider, and act upon professional support and advise as required.
Vision & Values	To work in a way that underpins the WMAT Vision and Values: <i>Stronger together, transforming lives, creating memories which are celebrated for a lifetime</i> <i>Core Purpose:</i> <i>Transforming lives</i> <i>Core Values:</i> <i>Aspiration and ambition for all, trusting relationships, restlessness in the pursuit of being better, positive and inspiring, people focused</i>
Other Duties	All WMAT staff may periodically be expected to carry out tasks and duties within their area of competence that are not listed herein, as directed, to meet the needs of the Trust. Duties and responsibilities may vary from time to time.

WMAT Benefits

- Up to 31 days annual leave plus Bank Holidays
- Membership of the LGPS or TPS pension schemes with employers' contribution 16.5% (LGPS)
- Hybrid working opportunities
- A flexible approach to working to promote fulfilling working opportunities with wider work life balance and personal commitments
- Access to rewards scheme offering savings with national retailers
- Interest free loans available through cycle to work scheme
- Health Cash Plan
- Additional 2-day wellbeing weekend in November
- Commitment to high-quality professional learning throughout your career
- Social events, refreshments
- Free onsite parking facilities

Person Specification

Finance Manager Person Specification

Qualifications		Essential or Desirable	Assessed via
	Professional Financial qualification eg (CIMA, ACCA, IAAEW)	E	A/I
	Training towards a professional financial qualification as outlined above would be considered	E	
	Minimum of 5 GCSEs (or equivalent) including Maths and English.	E	A/I
	A level or equivalent qualification	E	A/I
Experience		Essential or Desirable	Assessed via
	Extensive experience working within a finance function at a senior level	E	A
	Experience of working in a school/educational setting in a financial management role or equivalent	D	A
	Experience of producing and managing budgets	E	A
	Solid understanding of regulatory frameworks	E	A/I/R
	Experience of producing and presenting management accounts	E	A
	Experience of developing and operating financial systems and procedures, including audit compliance controls	E	A/I/R
Knowledge, Skills and Abilities		Essential or Desirable	Assessed via
	Evidence of providing training and development opportunities to other staff	E	I
	Ability to manage a varied and complex workload as well as delivering to timescale	E	I/R
	Strong ICT skills and specifically Microsoft Excel	E	I/R
	Excellent verbal and written communication skills	E	I/R

	Excellent planning and organisation skills	E	I/R
	Understanding of the funding, financial management arrangements and reporting requirements of Academies and Trusts	E	A/I/R
	Strong attention to detail and able to produce work at a high level of accuracy	E	A/I/R
	Ability to prioritise workload	E	A/I/R
	Ability to liaise positively with staff, students and parents/carers and be customer focussed with a professional and friendly manner	E	A/I/R
Motivation		Essential or Desirable	Assessed via
	Commitment to continuing personal development	E	A/I
	Supportive of principles of equality and diversity	E	A/I/R
	Proactive, motivated, calm and able to demonstrate initiative	E	I/R
Personal Qualities		Essential or Desirable	Assessed via
	Must be able to always respect confidentiality	E	I/R
	Expectation of high standards	E	I/R
	Excellent personal organisation and self-motivation	E	I/R
	Excellent communication, presentation and interpersonal skills	E	I/R
	High standards of personal appearance	E	I/R
	Demonstrate resilience, positivity, determination and a strong work ethic	E	I/R
	Ability to adapt to changing circumstances and new ideas	E	I/R
	Excellent numerical skills	E	I/R
Safeguarding		Essential or Desirable	Assessed via

	Understanding of responsibilities of the Trust and schools in ensuring compliance with all relevant legislation	E	A/I
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To apply for the position please complete the Trust Application form which must contain information about your experience and details of two referees. As part of your application, please provide a personal statement of no more than one A4 pages detailing how you feel you meet the criteria outlined in the Person Specification and Job Description.

We reserve the right to research applicants on social media platforms and the internet. The Trust may take this into consideration during the recruitment process.

