Journey to Outstanding

DDAT
Derby Diocesan Academy Trust

Senior Finance Officer

Derby Diocesan Academy Trust Central Team

Closing date: 29th November 2026

Interviews: w/c 7th December 2026






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Welcome from our CEO

Dear applicant,

Thank you for showing an interest in working for DDAT.

Joining DDAT as a Senior Finance Officer.

Our trust was established in 2014 for schools choosing to become an academy as well as for those who found themselves in need of a sponsor.

DDAT's vision is to build a better future for all across our academies who in turn will positively impact their communities.

The DDAT family of schools consists of both Church and non-Church schools who all work together to achieve the aims of the Trust as follows:

- Provide children with excellent educational provision
- Rapidly improve underperforming schools
- Develop effective school-to-school support
- Build strong relationships and promote work with external partners
- Raise aspirations and tackle disadvantage so that no pupil is failed by their school.

DDAT academies demonstrate their distinctiveness by providing an inspirational and holistic education that enables all children and staff to develop and achieve their full potential. Church schools within DDAT are not faith schools for the faithful, but Church schools for the community.

We want our children and young people to be able to 'experience life in all its fullness' and although this phrase is rooted in a Christian narrative (taken from John 10:10), irrespective of a faith perspective, that is what all of us want for our pupils. This has been borne out by the number of community schools that have chosen to join DDAT, signing up to the vision and values that have children at their core.

I very much hope you are encouraged to apply for the position and if successful, I look forward to meeting you in the near future.



Yours faithfully,

Sarah Clark (Chief Executive Officer – Derby Diocesan Academy Trust)

Working for DDAT

Governance

DDAT values local accountability through a Local Trust Committee. In the circumstances where a school is less than good, DDAT will take responsibility for governance and work to quickly rebuild the capacity of leaders at all levels so that the school regains aligned autonomy.

Curriculum

All DDAT schools follow the National Curriculum and supplement it with a vast range of extra-curricular activities which bring learning to life for all pupils.

Terms and Conditions

DDAT aims to ensure consistency of terms and conditions at the time of conversion and also for new staff joining after conversion. As such all staff should be treated no less favourably than they would within a LA school whilst working for DDAT.

External Partners

DDAT works closely with external partners such as Local Authorities, Universities and other Trusts. DDAT broker support across church and community schools and purchase services from a range of providers, including the LA, in the best interest of the school. DDAT encourages full involvement with other schools and regional initiatives.

Support

DDAT provides business, legal, finance, building, HR and governance support through a hub team. Our schools are only one call away from the help they need.

School Improvement

All schools receive a minimum of six visits per year from one of our own team of school improvement professionals. All of our own team undertaking these minimum visits have experience as Head Teacher, Local Authority Adviser/Partner and Inspector on behalf of Ofsted. Additional school-school and system-wide support is actively encouraged with other DDAT schools, the diocese, one of our many partners, or a proven partner identified by the school. Our diocesan team also includes people with considerable experience of Church school inspection.

Continuous professional development (CPD)

DDAT believe that all staff should continue to grow as professionals and as people. Our ethos of working to fulfil every individual's potential applies to staff as well as to pupils.

DDAT staff are involved in a continuing process of improvement and we are committed to fostering a positive belief and practice in continuous learning. Continuing Professional Development (CPD) is an important way of motivating and developing our staff and a carefully planned programme of DDAT CPD improves standards, raises morale and assists with recruitment, retention and succession planning.

All those involved in our school community will have an entitlement to equality of access to high-quality induction and continuing professional development. The focus of DDAT CPD is on improving standards and the quality of teaching and learning.
To see our current CPD opportunities visit: Upcoming Events – DDAT

DDAT aspire to be the employer of choice for our staff. The diocese has high aspirations for our schools and the pupils in their care as evident in our vision. For more information about DDAT and working in our diocese please visit:

- Derby Diocesan Board of Education (anglican.org)
- Home - DDAT

Employee benefits

• An opportunity to work as part of a supportive team and empower you to further develop the Trust.
• A competitive salary and Local Government Pension Scheme contributions. Opportunity for Salary Sacrifice Shared Cost Additional Voluntary Contributions (AVCs).
• A generous annual leave entitlement.
• Ongoing high quality professional development opportunities.
• Hybrid working with the opportunity to work from the office in Bakewell, home and the DDAT schools across the Trust.
• Benefits including but not limited to; Free onsite parking at Bakewell Head Office, Cycle to Work Scheme, free eye tests and a contribution towards a pair of glasses for employees using VDU's, Employee Assistance Programme & an opportunity to work flexibly.

Job Description

Senior Finance Officer

Job Title	Derby Diocesan Academy Trust Senior Finance Officer
Reporting to	Finance Manager
Hours	Full Time, 40 hours per week 52 weeks per year, hybrid working
Salary	DDAT Central Grade 11, Points 31-35

Purpose of this role:

The post holder will be expected to be heavily involved with the Business Managers in each school to ensure compliance with financial procedures, including the purchasing of services, the preparation and monitoring of individual Academy budgets ensuring that Academies comply with their statutory obligations. They will also be expected to build strong relationships and inspire confidence with the network of Headteachers and Governors in each school.

As a key member of staff in the central team, you will report to the Finance Manager and be expected to be heavily involved in the whole range of issues that could impact on the Trust's mission – to provide high quality education for all children based on clearly established Christian values and principles.

Key Responsibilities:

- To be the first point of contact for schools on all finance matters alongside the Trust Finance Manager.
- Be an active member of the DDAT Finance team taking responsibility for the implementation of systems, training and reporting across the MAT.
- Provide sound financial knowledge to the School Business Managers on all aspects of finance, ensuring that their CPD and mentoring is being supported across all levels.
- Work with the payroll provider, to resolve any payroll issues alongside HR.
- Ensure that the requirements of the DDAT Financial Handbook are complied with in all respects and at all times, especially with regard to purchasing and obtaining quotations and tenders where required.
- Safeguarding the records of DDAT and having these available to support transactions in the accounts.
- Responsibility for the financial management system of DDAT ensuring that future system developments are considered. Ensuring that meaningful reports can be generated from the system at each month end. This includes at academy, at regional level and at Trust board perspective.
- Ensure that the School Business Managers are supported to meet the demands of their role so that they can play their key role in the academy and the MAT, including month end close down, journal adjustments control account reconciliation and outturn

preparation.

- Specify the reports required from each academy each month.
- Review the reports and supporting schedules from the academies each month and enquire into reports that are inconsistent with supporting information or expected results.
- Submit a VAT claim each month from information provided by the School Business Managers, ensuring that the information is accurate and correct. This will require reviewing each academy and listing and generating a single claim form in the required format for submission to HMRC.
- Ensure that VAT due to the MAT is received from HMRC, and on receipt that each academy is paid the balance due to it.
- Working with the schools, ensuring that budgets for each academy are produced on an annual basis in line with the Education Funding Agency (EFA) timetable. Production of the central budget with a monthly reconciliation identifying any variances.
- Ensure the budget is set on each academy's finance system.
- Review the budget monitoring reports (BMR) for each academy each month – actual vs budget and enquire into unexpected variances.
- Support the Finance Manager to prepare monthly management accounts.
- Support the schools, Finance Manager and CFO in audit preparation, working with the Trust appointed external auditors.
- Assist the Trust School Improvement Team in the processing of school data and using Microsoft Excel to present the overall performance data of the Trust.
- Building close working relationships with Head Teachers, Chairs of Governors and the DDAT Executive
- Team.
- Support the Finance Manager in the collating and managing budget monitoring reports for all schools. Support and challenge schools to ensure progression and provision of accurate monitoring and future year projections. Inform Finance Manager and operations team and highlight areas requiring additional input and action.
- Support the Finance manager to develop new streamlined processes across schools, implement new consistent record keeping systems and communicate to HT and SBMs.
- Support the Finance Manager to highlight areas of concern and work with central team to address weaknesses and areas of underperformance.
- To deputise in the absence of the Finance Manager on a range of matters.

Employees will be expected to comply with any reasonable request from the CEO/COO to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applications or continued employment for any employee who develops a disabling condition.

Person Specification

Senior Finance Officer

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, indicating experience and where appropriate citing supporting examples within their application.

Attributes	Essential	Desirable
Knowledge and Experience	Successful experience of working in a senior financial management role or a related field. Experience in preparation, monitoring and reporting of large and complex budgets; Experience of producing and presenting complex management accounts. Finance degree, CCAB full/part qualified or AAT. Evidence of significant and relevant Continuing Professional Development (CPD).	Successful experience of working in a school or Academy financial management role, or in a similar position working alongside schools e.g. LA or independent education sector. Experience of academy budgets Engagement with wider educational partnerships spanning the primary, secondary and local authority sectors e.g. TSAs, MATs or the Diocese Experience of developing school or academies financial systems Knowledge of Academy financial rules and regulations Knowledge of Charities SORP Knowledge of PAYE and VAT regulations
Skills and Abilities	Excellent financial management and financial planning skills. Ability to introduce and maintain effective and robust financial systems Outstanding communication skills; ability to communicate effectively at CEO, Headteacher, senior staff and Chair of Governors level and to liaise effectively with internal and external auditors, as well as Government agencies Ability to analyse financial issues and to interpret complex information and to offer sound, reliable professional advice Commercial awareness and ability to achieve value for money Competent and confident in using Microsoft Office Ability to work effectively under pressure, managing conflicting	Ability to interrogate school performance data and finances accurately and identify next steps for progress Good negotiation skills Ability to successfully manage initiatives for change Experience of advanced Excel skill including the use of pivot tables and macros. Receptive to new ideas and able to generate them Knowledge of using educational finance packages.

	priorities and to meet challenging deadlines Ability to work independently to tackle problems creatively and to think laterally. Self-motivated and a good time manager.	
Personal qualities	Motivation to work with children & young people / in an educational setting Excellent numerical and verbal skills, understanding and application A positive, enthusiastic outlook with the energy, drive, enthusiasm and determination to succeed Must be proactive not reactive Driving licence and use of own car Ability to occasionally attend evening meetings as required. Commitment to and belief in equality of opportunity for all Ability to work as a supportive member of a small team, acting flexibly to support colleagues at pressure points.	Ability to cope resiliently with the responsibilities and demands of the post

Terms and Conditions

The post has the option of hybrid working with face to face working at our Bakewell Central Office. The post-holder may be required to work at any other centre where DDAT business is conducted.

This post requires the ability to travel and work directly with academies in the Trust and therefore requires a full current UK/European Driving licence with access to private transport which can be used for business purpose.

This post requires a reasonable level of flexibility to work occasional evenings, or early morning starts to support the needs of the trust.

An Enhanced DBS is required for this post.

If you have any questions about this post, please contact the HR team via email at hr@ddat.org.uk. For more detailed discussions, a call with the CEO can be facilitated.

DDAT
Derby Diocesan Academy Trust

Guidance on the Appointment Process

These notes are intended to guide you when making an application for a post within DDAT.

The Application Form

Please complete the application form neatly, fully and accurately, including exact dates. Where there are any gaps in employment or education, please provide further information and reasons related to all unaccounted periods. The form may be typed or handwritten but if you do write it by hand, please make sure that it is legible.

Indicate clearly on the front page the post you are applying for. You are requested to submit a concise application.

Education and Training

Please state your qualifications and any training you have undertaken relevant to the post.

Current employment

Make it clear what your present post is, which establishment you work in and who your employer is.

Previous Appointments

When completing this section, it is important that you offer a continuous record, or an explanation of any gaps to allow full account to be taken of your experience, for example, child raising, voluntary work. This is a requirement under our recruitment and safeguarding policies.

Referees

Suitable referees are people who have direct, recent experience of your work and who are in responsible positions. We may need to contact them at short notice so please be specific with regard to contact addresses including e-mail and telephone numbers.

The Supporting Statement/Letter of Application

The supporting statement or letter is regarded as a very important part of your application. You should make statements that demonstrate how your qualifications and experience match the post. You should take particular care to demonstrate how you meet the person specification included as part of these details. Please limit your supporting statement to two sides of A4 in size 11 font.

Arrangements for Interview

Shortlisted applicants will be contacted as soon as possible after the closing date. Referees are contacted prior to the interview stage for teaching and some support staff posts. We would ask that all shortlisted applicants read the safeguarding information on the school website prior to attending the interview.

The Interview Candidates will be invited to the Trust Central Office or one of our schools for interview. Where necessary, interviews will be facilitated via an on-line means through Microsoft Teams or Zoom.

Feedback Verbal feedback is offered to those candidates who are shortlisted and not recommended for appointment. It is hoped that this information will help you with future applications.

Selection for Appointment

Selection is made conditional upon the successful candidate meeting the Trust's requirements for health, physical capacity and conduct.

Arrangements for Applications

When you have completed your application, please submit your application in line with the instructions provided on the advert by the closing date and time.