

We're Hiring

Recruitment Booklet

MAT Accountant

COCKBURN SCHOOL
Specialist status in the Performing Arts



**COCKBURN
JOHN CHARLES ACADEMY**



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LAURENCE CALVERT ACADEMY**



FOOTSTEPS
to success



MIDDLETON
PRIMARY SCHOOL

**COCKBURN
REACH ACADEMY**



0113 271 9962



recruitment@cockburnmat.org



www.cockburnmat.org

Job Description – MAT Accountant

Post:	MAT Accountant
Required:	2nd March 2026
Pay scale:	PO2, SCP 29-32
Contract Type:	Permanent
Hours of work:	Full-time, 37 hours per week all year round

Accountable to: MAT Finance Manager

Purpose of Role:

The successful candidate will be a key part of the central finance team for the Trust. As part of this role, you will also provide support to other members of the central finance team, as well as support and advice to individual schools within the Trust. You will take a lead on some aspects of the Trust's accounting and support the training and line management of a trainee graduate accountant.

Main Duties:

- Leading on the preparation of monthly management accounts
- Communication of monthly management accounts to senior leadership, as well as high level consolidations to the board
- Undertaking monthly tasks as part of the month end process to ensure that internal management reporting deadlines are met
- Completion of account reconciliations
- Provision of central finance support to finance teams within schools
- Provision of ad hoc financial information
- Analysis and reporting to assist with some annual reporting processes, such as the creation of the Annual Financial Statements, and the AAR
- Training and line management of a trainee graduate accountant
- Lead on procurement for the Trust.

Additional Responsibilities:

- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Participate in training and other learning activities and performance development as required
- Treat all users of the school with courtesy and consideration
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities
- Any other tasks commensurate with the role and as by directed by the EHT/COO.

Person Specification

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicate the minimum requirements and applicants lacking these attributes will not be considered for the post. The points detailed under 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

QUALIFICATIONS	Essential	Desirable	MOA
Relevant bachelor's degree (min 2:2) or equivalent level 6	*		Q
Fully or part qualified in ACCA / CIMA / equivalent accounting qualification	*		Q
EXPERIENCE	Essential	Desirable	MOA
Assisting in the leading of financial planning for a large organisation	*		A/S
Working with SLT, Trust Boards or Governors or equivalent	*		A/S
Working with external partners	*		A/S
Managing complex finances and finances related processes	*		A/S
Managing risk	*		A/S
Monitoring a range of contracts		*	S
KNOWLEDGE & SKILLS	Essential	Desirable	MOA
Experience using several IT applications and systems to efficiently retrieve and record information, including strong Excel and analytical skills	*		A/S
Well-developed communication skills and the ability to use them to inform, advise and work positively with all colleagues and deal sensitively with a wide range of project contacts	*		A/S
Knowledge of and adherence to procedures and legislation relating to confidential information	*		A/S
Ability to prioritise workloads and to work to a deadline	*		A/S
Highly effective administrative and organisational skills	*		A/S
Relevant literacy, numeracy and ICT skills	*		A/S
Skills in analysis, risk management and impact evaluation		*	A/S
Understanding of working in a school context and how the role contributes to safeguarding and positive outcomes for students		*	A/S

PERSONAL QUALITIES	Essential	Desirable	MOA
Motivation and passion for working in finance and education	*		A/R/S
Energy, drive and enthusiasm	*		A/R/S
Creativity and the ability to think outside the box	*		A/R/S
Works well under pressure and remains calm in the face of the unexpected	*		R/S
Enterprising, innovative and self-motivated	*		R/S
Trustworthy, honest and discreet	*		R/S
Excellent communication skills	E		A/R/S
Commitment to own professional development	E		A/R/S
Reflective and always willing to learn	E		R/S
Commitment to partnership working	E		R/S
The ability to make good decisions	E		A/S
Resilient and optimistic	E		S
Excellent attendance and punctuality	E		R/S
Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply for this position.			
This role is subject to a six-month probationary period and satisfactory enhanced DBS check. As one organisation Cockburn Multi-academy Trust expects all its employees to work across any academy within the trust as and when required.			
METHOD OF ASSESSMENT (MOA)	A =	Application Form	
	Q =	Qualification	
	R =	References	
	S =	Selection Process	

COCKBURN

CAREER PATHWAYS

What job roles am I interested in?

Pastoral

Safeguarding Officer, Family Support Worker, Early Intervention Therapeutic Worker, Attendance Outreach Worker, Outreach Co-ordinator, Early Intervention Worker Assistant SENCO, Head of Year

Facilities

Cleaner, Cleaning Supervisor, Caretaker, Site Manager, Premises Assistant, General Kitchen Assistant, Senior Catering Assistant, Catering Supervisor, Catering Manager

Data/technical support

Reprographics, Data Assistant, Data Manager, Trust Data and MIS Officer, IT Technician, Senior IT Technician, IT Manager

Operational

Receptionist, Administrator, Office Manager, School Business Manager, Personal Assistant to Head of School/Executive Headteacher, Exams Officer, Finance Assistant, Finance Officer, Trainee Accountant, Finance Manager, HR Manager, Head of HR, Deputy Chief Operating Officer, Chief Operating Officer

Classroom support

Midday Supervisor, Before/After School Club Assistant, Playworker, Nursery Assistant Child and Family Practitioner Behaviour & Learning Inclusion Practitioner, Teaching Assistant, Learning Mentor, Cover Supervisor, HLTA, DT/Art/Food/Science Technician LRC Coordinator

Routes into teaching

QTS, QTLS, PGCE, SCITT, School Direct Teach First, Teaching Apprenticeship, Straight to Teaching

Our values and ethos

Equality, diversity and inclusion, high quality professional development, internal coaching and individual CPD rewarding jobs, lifelong learning, growth mindset, work life balance, flexibility

SUPPORT STAFF

What career path should I take?

Ongoing training and development

PDD Days, annual updates, staff briefings, departmental specific training, away days

What internal training may there be available?

Shadowing, acting up, secondments, mentor support, volunteering, associate roles

How do I find out more about job roles?

Job adverts/website, line manager, careers officer, departmental heads, teacher training lead, HR

Smart clinic resources

Self-care and personal development

National College resources

Teaching and learning, pedagogy, SEND, admin, finance, staffing, recruitment, facilities, H&S

Annual appraisal

CPD, training and development, career aspiration conversations, succession planning

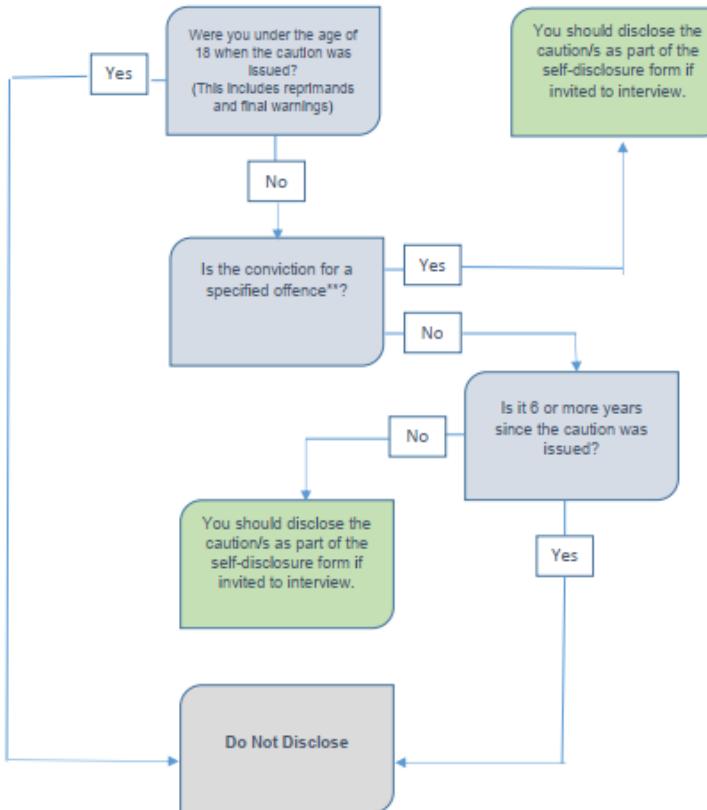
Training for new starters...

Staff induction, statutory training including child protection and safeguarding, online safety, data protection, school policies, behaviour management



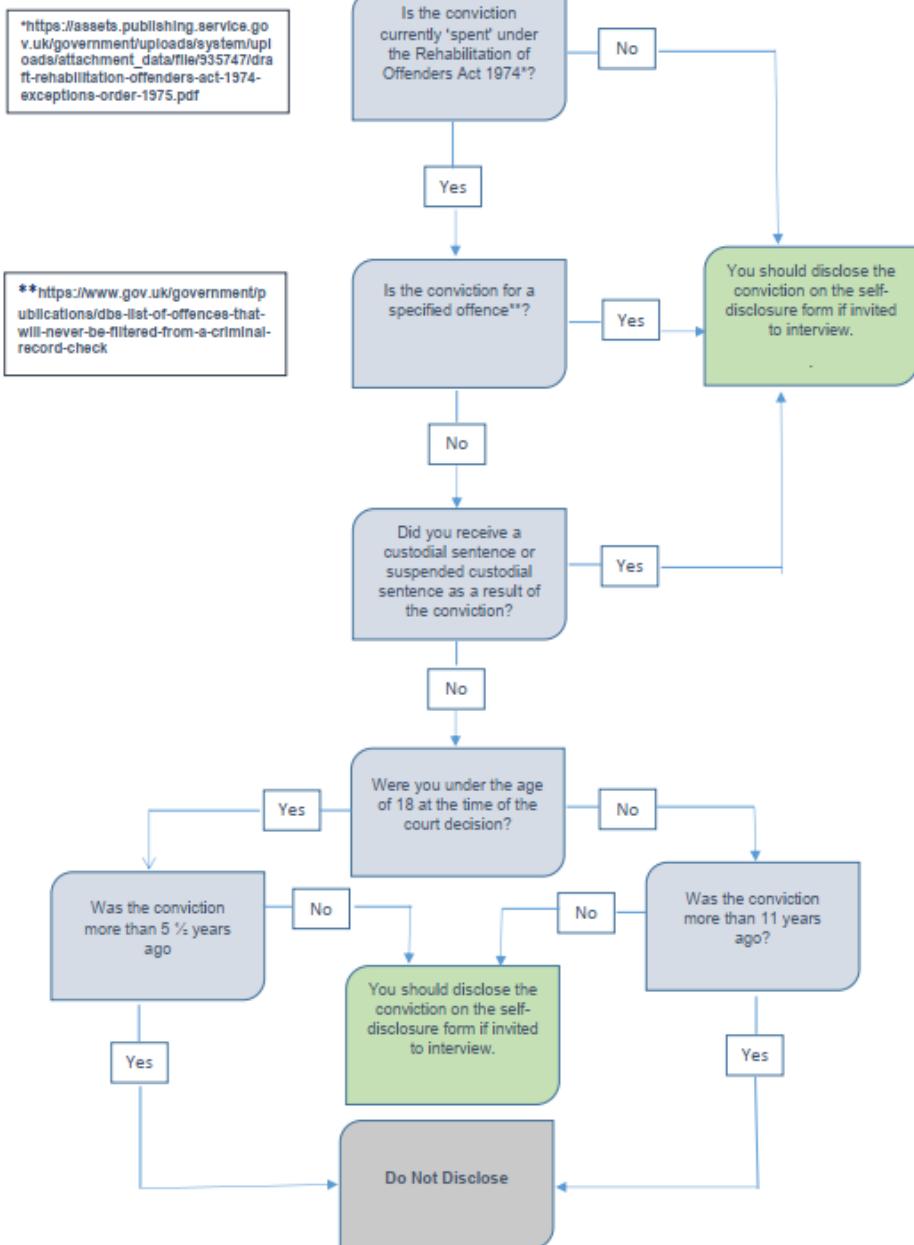
COCKBURN
MULTI-ACADEMY TRUST
TRANSFORMATION TO EXCELLENCE

Disclosure of a Caution
(this includes reprimands and final warnings)



**<https://www.gov.uk/government/publications/db1-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

Disclosure of a Conviction
Please work this through for each conviction you have separately even if they were part of the same legal proceedings



*https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/935747/draft-rehabilitation-offenders-act-1974-exceptions-order-1975.pdf

**<https://www.gov.uk/government/publications/db1-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>