

Management Accountant Job Description



JOB TITLE: Management Accountant

REPORTS TO: Head of Finance

SALARY: Starting spot salary between £26,000- £27,250 progressing to £32,500 plus training package

JOB PURPOSE:

The Management accountant will undertake responsibilities as a member of the Central Trust Team to provide efficient and effective support to meet the Trust's core Finance responsibilities. They will work closely with the Head of Finance to deliver timely and accurate monthly management accounts. The post holder will provide support to the Head of Finance on a range of tasks.

This post is intended to grow with the Trust and a training package is included- See salary, training and development.

Values and behaviour

The post holder plays a vital role in supporting the Trust to ensure that Trust staff make the education of their pupils their first concern and are accountable for achieving the highest possible standards in work and conduct. All members of staff must act with honesty and integrity; have strong knowledge within their field, keep their knowledge and skills up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of the pupils in our academies.

Personal and professional conduct

The post holder is expected to demonstrate good standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout your career.

It is important to maintain high standards of ethics and behaviour, within and outside the Trust, by:

- treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to your position;
- having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions;
- showing tolerance of and respect for the rights of others and not undermining fundamental British values, including:
 - democracy, the rule of law, individual liberty and mutual respect, and
 - tolerance of those with different faiths and beliefs;
 - ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

All staff must have proper and professional regard for the ethos, policies and practices of the school in which they work, and maintain high standards in their own attendance and punctuality.

PRINCIPAL RESPONSIBILITIES/DUTIES

Financial Management / Controls

- Ensure that the academy's accounts are up to date and maintained accurately to allow the Head of Finance and the Chief Executive to use the accounts to inform decision making

- Assist in the preparation of monthly management accounts for distribution to key stakeholders within the Trust Management Team, alerting the Head of Finance to any concerns
- Process accruals and prepayments as necessary to ensure income/expenditure is accounted for in the correct period
- Meet regularly with the Head of Finance to review the budget position of academies within the Trust
- Prepare financial reports as necessary for the Head of Finance and attend meetings on their behalf
- Assist with the completion of statutory returns
- Process payroll reports for each academy, checking for accuracy and ensuring that changes advised by each academy has been acted upon.
- Process monthly internal recharges between Academies and the Central Team for the Head of Finance to review before payment.
- Complete month end schedules and balance sheet reconciliations for each academy including preparation of year end schedules and audit files for Auditors.
- Assist with the maintenance of the Fixed Asset Ledger on PSF for each academy, ensuring items that meet the Trust's capitalisation policy are added and depreciated in accordance with the Trust's depreciation policy.
- Ensure that information relating to salaries is kept up to date on SBS Budgeting Software for all Academies, ensuring changes are processed in a timely manner.
- Assist with the preparation of budgets for each academy within the Trust to deliver effective Teaching & Learning in the academy and are delivered balanced.
- Assist with the preparation and monitoring of a rolling 24-month cash flow forecast for each academy
- Deal with queries, as appropriate, supporting the Central Finance Team to ensure a positive image of the Trust is always presented, leading by example as a senior member of the finance team.
- Assist with the Year End Audit process to ensure that auditors are provided with completed schedules of information and assist with any queries during the audit process.
- Maintain accounts in accordance with sound financial practices and the Trust's Financial Procedures Manual ensuring the requirements of the Trust's Internal and External Audit Teams are met
- Review transactions and postings across the Trust to ensure correct fund accounting.

Other Duties

- Contribute to the Trust's culture and development by:
 - Ensuring that you fulfil your professional responsibilities in relation to financial matters and are carrying out duties effectively.
 - Attend finance meetings where requested;
- Share good practice across the Trust and designated academies;
- Take responsibility for your own well-being;

- Participate in appropriate induction programmes to support new staff into Finance and provide excellent support for those members of staff who are new to a Trust/Academy environment.
- Take responsibility for your own career choices and actively seek CPD opportunities.
- Participate in appraisal and the achievement of targets set which will be robust and measurable. Request adequate support to achieve these targets if this is appropriate.

Salary, training, and development

Salary

The Successful candidate will receive a starting salary in the range of £26,000 to £27,250 dependent on the stage of any CCAB qualification and experience.

Salary progression will be dependent upon successful exam passes and excellent workplace performance, progressing to £32,500 with successful completion of their qualification and a minimum of 3 years finance experience.

Training and Development.

The post comes with a training package for a CCAB qualification. This will include a minimum of two exams per year, including: tuition, revision, and exam fees. Day release is provided for tuition courses, the exam day and one study day per exam. Training may be completed via a level 7 apprenticeship or funded by the Trust.

Generic Duties relevant to all members of staff

1.1 The Trust

The ethos of the Trust is included within the strapline “Striving for progress, excellence and positive change”. All staff are expected to be committed to this aim in everything they do.

It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust’s visions and aims. All staff should act with professional integrity at all times, following the “Code of Conduct”.

As a member of the Trust your role will be based at the Trust central office. However, you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required.

1.2 Teaching and Learning

This is our core business and therefore it is an absolute priority. Although this role is not a direct teaching role you are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

1.3 ICT

It is expected that all teaching and support staff follow the ICT Vision of the Trust.

All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.

All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust’s Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

1.4 Health and Safety

Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.

In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

1.5 Safeguarding

The Howard Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by The Howard Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Child Protection Officer.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust and the Finance Director. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

Management Accountant Person Specification

Requirement	Essential or Desirable?
General Requirements	
Good general education- including good written and verbal communication	Essential
Excellent ICT skill	Essential
Able to work well within a team	Essential
Able to work under pressure	Essential
Good organisational skills	Essential
Able to work accurately and with attention to detail	Essential
Ability to work on own initiative "self starter"	Essential
Good communication skills, both written and oral	Essential
Willing to develop personal skills through training, a proven commitment to CPD	Essential
Flexible and adaptable	Essential
Knowledge and understanding of why safeguarding is important in the Academy setting	Essential
Post Specific Requirements	
Excellent working knowledge of Microsoft Excel	Essential
Experience working with Purchase and Sales ledgers systems	Essential
Experience working with payroll systems (specifically reconciliations)	Essential
Experience of working in the academy sector at primary, post primary or MAT level.	Desirable
Experience in financial management, at least 2 years working in a finance setting	Desirable
Achieved or working towards a CAB qualification	Essential
Achieved AAT examinations or equivalent qualification	Essential