

**Management Accountant – Academies**

£24,799 - £26,999 (pro rata)

Band 8 Scale Point 19 – 23

Fixed term contract until 19/12/20 22.5 hours per week, term time only plus 3 weeks  
(£14,114 - £15,367)

Open to flexible working arrangements

**Key Purpose of Role:** To provide support to the Finance Director in producing accurate financial and management account reports

**Reporting to:** Finance Director

**Key Tasks and Responsibilities**

- Assist the Finance Director in the production of the monthly management account reports for all academies
- Manage & oversees the bank reconciliation process, cash book postings and daily monitoring of banking transactions
- Cash flow forecasts
- Completion of all month end journals and schedules including prepayments, accruals, deferred income, accrued income and depreciation charges
- Monthly VAT returns
- Payroll reconciliations
- Posting of invoices and overseeing payment runs
- Completion of the fixed asset schedules and posting of the depreciation charges
- Analysis of grant income
- Consolidation of accounts for Trust
- Liaise and support audit requirements including preparation of schedules for year end
- Analysis of Key Performance Indicators and benchmarking data
- Support to the Office Managers across the Trust in any financial queries they may have
- To carry out your duties with full regard to the Trust's Equality Policy and Race Equality Scheme
- To comply with Health and Safety policies, organisations statements and procedures, report any incidents/accidents/hazards and take a pro-active

approach to health and safety matters in order to protect both yourself and others

- Any other duties of a similar nature related to the post which may be required from time to time.

**PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL SCHOOL POLICIES.**

The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

Please note that whilst the position is based at Corporation Road Primary School, the Trust reserves the right to direct its staff to work across the Trust family of schools, if required.

*THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY ENHANCED DBS CHECK BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE SCHOOL.*

## Person Specification

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
<b>Qualifications &amp; Education</b>	E1	AAT qualified or part qualified	AF/C	D1	ICAEW, ACCA, CIMA or CIPFA qualified / part qualified	AF/C
<b>Experience &amp; Knowledge</b>	E2	At least 3 years accounting experience in assisting with the production of management accounts	AF/I/R	D2	Knowledge/Experience of school/academy funding	AF/I/R
	E3	A sound understanding of audit processes	AF/I/R			
	E4	Proven experience of completing of fixed asset registers and calculation of depreciation charges	AF/I/R			
	E6	Well-developed analytical skills and ability to use excel	AF/I/R			
	E7	Experienced in the use of financial systems and financial reporting	AF/I/R			

	E8	Experience of managing banking transactions, monitoring cashflow and completion of bank reconciliations	AF/I/R			
	E9	Experience of / ability to oversee regulatory / financial compliance issues	AF/I/R			
	E10	Experience of completing VAT returns	AF/I/R			
<b>Skills</b>	E11	Ability to analyse data and expertise of Excel	AF/I	D3	Experience of using Agresso	AF/I
	E12	Ability to post journals and reconcile accounting information  Ability to produce accurate financial information  Ability to work to tight deadlines and prioritise their workload	AF/I			
	E13	Ability to communicate effectively (in writing and orally) with a range of audiences, together with an ability to negotiate at all levels and resolve conflict	AF/I/P			
	E14	Ability to set appropriate targets for the improvement of own performance and to establish,	AF/I/P			

		monitor and evaluate an action plan to maximise efficiencies				
<b>Personal Attributes</b>	E15	Enthusiasm, vision, drive, adaptability and resilience.	I/P			
	E16	Be confident, positive and approachable.	I/P			
	E17	Have consideration of the views of others	AF/I/P			
	E18	Able and willing to work flexibly in order to meet deadlines and to achieve the required outcomes	AF/I/P			
	E20	A commitment to improvement including the ability to develop and produce successful plans / strategies	AF/I			
	E21	Ability / willingness to contribute to the effectiveness of improvement activity and measure the impact and effectiveness of plans / strategies	AF/I/R			
	E22	Ability to innovate using creative skills to develop new working practices to improve standards	AF/I/R			
	E23	An understanding of safeguarding requirements and procedures	I/R/D			

	E24	High degree of motivation for working with children and young people	I			
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