

**JOB DESCRIPTION****EIAT Management Accountant**

Reporting to: CFOO

Location: Trust offices and remote; flexible working

Hours: Part-time, 15 hours per week; hours may vary depending on reporting requirements and Trustees' meetings schedule but working patterns can be flexible and this role can be performed entirely remotely.

Term time only plus 2 weeks, flexible in line with the needs of the Trust

Grade/salary: Grade 6, Spinal Column Points (SCPs) 41 to 49

Salary: £50,788 to £59,382 pro rata (£19,161.75 to £22,404.17 actual)

Pro rata of FTE £50,788 to £59,382 salary range as at 01.09.2024 pending pay review

Pay progression: Incremental progression within the grade will be subject to service length

Role Purpose:

The Trust is seeking a Management Accountant to help maintain the financial health of the Trust and its establishments. The role will provide critical financial insights and support to the Trust's leadership team and Chief Finance and Operations Officer (CFOO). The role involves analysing financial data, preparing reports, supporting establishments and offering actionable recommendations to help drive the Trust's financial planning and operational decisions.

Key Responsibilities:**Financial Management and Reporting Budgets**

- Prepare annual budgets and 3 year forecasts as directed, working closely with the CFOO and establishment leadership teams
- Identify risks to the budget and report to the CFOO
- Support the CFOO with re-forecasting of budgets using the Trust's budgeting software

Financial Monitoring

- Manage and maintain the Trust's accounting system, with a strong emphasis on Xero
- Prepare and process all accounting adjustments, including accruals, prepayments, and depreciation
- Prepare Trust consolidated monthly management accounts and budgets, including cashflow statements to ensure financial stability and support strategic planning
- Monitor and report on budget performance, providing variance analysis and recommending corrective actions as necessary
- Support the preparation of year-end financial statements and liaise with external auditors
- Collaborate with senior management to develop and implement financial strategies and policies
- Provide financial insights and recommendations to support decision-making processes



- Support the CFOO in the preparation of ESFA returns and other financial statements in accordance with DfE requirements
- Support the preparation of year-end financial statements and liaise with external auditors

Financial Compliance

- Develop and maintain a thorough understanding of the requirements of the ESFA's Academy Trust Handbook, local and national standards and financial regulations
- Support the CFOO with reports and analysis for the Leadership team
- Work with the CFOO on monitoring and improving financial controls in order to improve efficiency in financial operations
- Support the CFOO in the preparation of additional financial and performance management data in accordance with the requirements of the Trust Board, Local Governing Bodies and ESFA
- Support the CFOO in the review and development of internal controls and systems that meet the requirements of the Trust and ESFA
- Ensure Trust financial policies, systems, processes meet best practice and all compliance standards

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the CEO, the CFOO or the incumbent of the post.



Person Specification

Method of Assessment (MOA)

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|---------------------|---------------|-------------|--------------------|----------------|
| AF Application Form | C Certificate | I Interview | T Test or Exercise | P Presentation |
|---------------------|---------------|-------------|--------------------|----------------|

| Criteria | Essential/Desirable (E/D) | MOA |
|--|--|--|
| Education/Qualifications NB: Full regard must be paid to overseas qualifications. | Recognised accounting qualification (eg. ACCA, CIMA, ACA) (E) | AF/C/T AF/C |
| Knowledge and Experience Relevant work and other experience | Proficiency in Xero accounting software (E) Strong understanding of accounting principles and adjustments, including accruals, prepayments, and depreciation (E) Excellent knowledge of cashflow forecasting and budget monitoring (E) Experience of the academies or education sector (D) | AF/I AF/I AF/I AF/I |
| Skills & Ability e.g. written communication skills, dealing with the public etc. | Excellent communication skills, both written and verbal (E) Strong analytical skills and attention to detail (E) Strong understanding of accounting principles and adjustments, including accruals, prepayments and depreciation Developed IT skills, with the ability to utilise a wide range of applications (E) Highly organised and able to manage workload effectively to meet organisational priorities and deadlines (E) Ability to work independently and manage time effectively in a remote working environment | AF/I AF/I AF/I AF/I AF/I AF/I |



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|---------------------|--|------|
| Behaviours | Adaptable, accountable and dependable with a focus on accuracy and timeliness (E) | AF/I |
| | Ability to establish constructive relationships and communication with all staff and other agencies/professional bodies, etc (E) | AF/I |
| | Tenacious in resolving issues of all kinds and in proactively seeking out improvement opportunities and delivery of solutions (E) | AF/I |
| | Integrity, enthusiasm and commitment (E) | AF/I |
| | Flexible approach to work (E) | AF/I |
| | A willingness to personally embrace and celebrate the ethos and values of the Trust (E) | AF/I |
| | To proactively take the time to develop yourself and others (if applicable) through training, coaching, mentoring etc (E) | AF/I |
| Safeguarding | Enhanced DBS <i>This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement of the role.</i> | |

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.