

# Job Description

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**Job Title:** Management Accountant

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**Location:** Inspiration Trust Central Services

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<b>Job title</b>	<b>Management Accountant</b>
<b>Salary Scale</b>	<b>Scale J/K (Scale dependent on qualifications and experience)</b>
<b>Hours of Work</b>	<b>Full time - 37 hours per week</b>
<b>Weeks Worked</b>	<b>52 weeks</b>
<b>Responsible to</b>	<b>Finance Director/Financial Accountant</b>
<b>Location</b>	<b>Inspiration Trust Central Services</b>

### **Main purpose of the role**

The Management Accountant will produce accurate monthly management accounts and be responsible for preparation and monitoring of budgets. Working closely with the Financial Accountant, the Management Accountant will ensure all regulatory and statutory requirements of the Department of Education (DfE) and other relevant bodies are met.

### **Organisational relationships**

- Responsible to the Finance Director/ Financial Accountant
- Working directly with other Management Accountants and wider finance team
- Working directly with Principals to provide regular financial assistance
- Direct liaison with senior leaders and other staff within the Trust Academies

### **Principal accountabilities and responsibilities**

<b>Overview</b>	<ul style="list-style-type: none"> <li>• Responsible for timely production and accuracy of management accounts for an allocated number of academies within the Trust to include accruals, prepayments, monthly forecasting, variance analysis and commentaries</li> <li>• Production of salary variance reports for allocated academies to enable strategic decision making around staffing levels, with reference to the Department for Education's Integrated Curriculum and Financial Planning guidance</li> <li>• Supporting school Principals and FD with ongoing review and maintenance of our Integrated Curriculum and Financial Planning</li> <li>• Monitoring of key performance indicators</li> <li>• Preparation and monitoring of annual and 3-year budgets for allocated academies and support of Trust wide budgeting process, including meetings with key stakeholders</li> <li>• Financial modelling to support strategic decision making</li> <li>• Adhoc presentation of financial information</li> <li>• Maintenance and analysis of funding streams, ensuring compliance with conditions of grants and completion of Annex G returns as appropriate</li> <li>• Preparation of statutory returns ready for review by FD/Financial Accountant</li> <li>• Preparation of and support with balance sheet and year-end reconciliations</li> <li>• Assist in preparation of year end audit file and statutory accounts</li> <li>• Maintenance of financial ledgers and accounting processes</li> <li>• Ensuring that appropriate systems and internal controls are implemented and maintained to meet the requirements of the Academies Handbook</li> </ul>
<b>Financial Reporting</b>	<ul style="list-style-type: none"> <li>• Timely production of statutory and internal financial reports</li> <li>• Production of DfE and other financial returns</li> </ul>
<b>Compliance</b>	<ul style="list-style-type: none"> <li>• Liaise with internal and external auditors, bankers and other authorities</li> <li>• Ensuring that appropriate systems and internal controls are implemented and</li> </ul>

	<p>maintained</p> <ul style="list-style-type: none"> <li>• Ensure compliance with accounting standards, regulations, and institutional policies</li> <li>• Ensure that all financial activities comply with relevant laws and regulations</li> <li>• Stay updated on changes in accounting standards and best practices</li> </ul>
<b>Financial Planning &amp; Analysis</b>	<ul style="list-style-type: none"> <li>• Participate in financial planning, forecasting, and budgeting activities</li> </ul>
<b>Internal Controls</b>	<ul style="list-style-type: none"> <li>• Authorisation of staff recruitment requests outside of agreed budgets</li> <li>• Support the development and maintenance of effective financial control systems</li> <li>• Ensure the accuracy and integrity of financial information</li> <li>• Maintain ethical standards in financial management</li> </ul>
<b>Support &amp; Guidance</b>	<ul style="list-style-type: none"> <li>• Provide financial support, training and guidance to other departments</li> <li>• Ensure that financial information is accessible and understandable to non-financial staff</li> </ul>
<b>Governance</b>	<ul style="list-style-type: none"> <li>• Ensure transparency and accountability in financial reporting</li> </ul>

## Employee commitments

All employees will commit to the following key areas:

- [The vision, values and key principles of the Trust](#)
- [Equality, Diversity and Inclusion](#)
- In anyway possible, in accordance with the role, support students to achieve their potential
- In anyway possible, in accordance with the role, improve standards of education
- [Support the inclusion agenda](#)

## Performance Management

Participating in the Trust's arrangements for performance management, professional development and the Trust's arrangements for quality assurance and internal verification.

## Context

All staff are part of the whole Trust team. Each individual is required to support the values and ethos of the Trust and Trust priorities as defined in the Trust Improvement Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a demanding environment.

## Miscellaneous

To undertake any further tasks which could be reasonably expected by the Trust. The Data Protection Act 2018 renders an individual liable for prosecution in the event of an unauthorised disclosure of information. The post is one that carries responsibility for the wellbeing and welfare of children and the post holder should be aware of this and the need to act accordingly. The Trust will endeavour to make any necessary reasonable adjustments to the job and the work environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

It is a requirement of the post holder to make positive efforts to maintain their personal safety and that of others by taking reasonable care, carrying out requirements of the law and following recognised codes of practice. The post holder is also required to be aware of and comply with policies on health and safety.

This is an Equal Opportunities post and is in accordance with the Trust's Equality and Diversity Policy. This job description can be altered, with the agreement of the post holder and will be reviewed on an annual basis. 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.

**The Inspiration Trust is committed to protecting the welfare of children and young people. Due to the nature of this role, it will be necessary for the appropriate level of DBS (Disclosure & Barring Service) to be undertaken. It is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, you are not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act. Any failure to disclose such convictions will result in dismissal or disciplinary action by the Trust.**

Person Specification	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• AAT status or working towards AAT status.</li> <li>• Good numeracy and literacy</li> </ul>	<ul style="list-style-type: none"> <li>• Fully or part ACA/ACCA qualified (Essential for Scale K)</li> <li>• Degree or equivalent level of education</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working in a finance environment</li> <li>• Experience of producing management accounts</li> <li>• Experience of budget preparation</li> <li>• Experience of balance sheet and year-end reconciliations</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working within the education sector (Essential for Scale K)</li> </ul>
<b>Skills, Knowledge</b>	<ul style="list-style-type: none"> <li>• Excellent organisational skills</li> <li>• Ability to meet deadlines</li> <li>• Ability to develop positive working relationships</li> <li>• Solution focused</li> <li>• Pragmatic</li> <li>• Excellent communication skills both written and verbal</li> <li>• Approachable</li> <li>• Accurate and diligent work</li> <li>• Detail orientated</li> <li>• Passion for learning and development</li> <li>• Able to exercise judgement and refer matters as necessary</li> <li>• Good knowledge and understanding of basic accounting principles</li> <li>• Excellent knowledge of Microsoft office 365 suite</li> <li>• Ability to manipulate data and produce meaningful reports</li> </ul>	

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Signature .....

Date .....

Name .....