

**Northern Education Trust Job Description**

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| **Job Title:** | Management Accountant – (Academies) | **JE Reference:** | | | JE067 |
| **Base:** | Central Team, based at Buile Hill Academy | | | | |
| **Reports to:** | Finance Manager (Academies) | | **Grade:** | Grade 8  SCP 37 – SCP 39 | |
| **Service responsibility:** |  | | **Salary:** | £45,441.00 -  £47,420.00 (FTE) | |
| **Additional:** | Some travel may be required. | | **Term:** | 37 hours, 52 weeks | |

**JOB PURPOSE**

* Reporting directly to the Finance Manager - Academies (FMA) the Management Accountant – Academies (MAA) is responsible for the day-to-day financial running of academies
* This includes financial management, reporting, administration and audit/compliance in line with statutory and Trust requirements
* Advice and support will be provided to academy senior leaders and governors along with responsibility for the supervision of regional finance staff

**JOB SUMMARY**

**Financial Reporting and Accounting**

1. Managed by the FMA the role will use the provided financial systems, processes and guidelines to prepare timely and accurate revenue and capital financial statements, appropriate for users in their region in-line with accepted accounting reporting / policy (for example – Academies Financial Handbook)
2. To ensure all academies in their region provide timely and accurate financial management and reporting with regard setting and monitoring of budgets, forecasts, cashflow analysis, management/audited accounts and advice/support to inform decision making at all levels
3. Within the region review individual academy monthly/annual results and investigate variances taking action where necessary. Where necessary reports may require Governor approval
4. To support the FMA in preparing academy reports with regards the completion of the externally audit financial statements and audit, payroll, HMRC, Education Fung Agency (EFA) and pensions.
5. Maintain the developed financial accounting systems in accordance with statute, charity, Education Funding Agency (EFA) and Trust requirements
6. Liaise with FMA, Local Accounting Officer, Academy Local Governing Body (LGB) as appropriate or determined by the FMA

**Audit, Regularity and Compliance**

1. To support the FMA on the annual internal and external audit planning and liaise with other Trust and academy staff where necessary
2. To support the FMA in the delivery and preparing of all supporting information for
   1. External audit of the Trust and its academies including liaison with the LGB
   2. To play a key role in all academy internal audit(s) in the region
3. To support the FMA in any other external audits the Trust may be subject to

**Budget and Medium Term Financial Planning (MTFP)**

1. To play a key role in the preparation of all academy budgets and MTFP against the agreed and consistent systems, reports and deadlines
2. To support the FMA and play a key role in the presentation of budgets to LGB
3. To prepare with the FMA budgets for funding applications or grant applications

**Financial Administration, Payroll and Taxation**

1. To support the HoF in ensuring all academies against Trust policy process and submit to the Trust statutory and benefits remittances i.e. LGPS, TPS and FRS17 (FRS102) valuations
2. To ensure all academies meet Trust statutory requirements including Charitable Status, HMRC, EFA and benefits in kind being reported correctly
3. To liaise where necessary with advisors and other financial services as required

**Staff and Leadership**

1. To be a member of the academy leadership team where appropriate with the FMA
2. To play a key role in the day-to-day management of finance staff within the regional Finance Team. This includes performance management of staff per Trust policies
3. To lead, manage and motivate staff to deliver efficient and effective services in line with Trust values and objectives
4. To communicate the vision, culture and values of the Trust so staff are engaged, motivated and professional in their conduct
5. To support and assist in the development, review and delivery of all HR and organisational policies and strategy

**GDPR**

1. To adhere to GDPR and Data Protection Regulations, whilst maintaining confidentiality

**Safeguarding**

1. To follow all safeguarding and child protection policies and procedures
2. This role could involve contact with children

**General**

1. Consider and recommend to the FMA the need for new technology to meet the Trust's financial data processing, control, and reporting requirements
2. Recommend to the FMA where income can be maximized where possible and appropriate and play a supporting role in new initiatives / projects that could be external to the Trust
3. To participate in wider Trust meetings, working groups as required
4. To ensure all personnel and financial information is correctly documented and maintained against legislative requirements and regularly reviewed policies
5. All staff of the Northern Education Trust will abide by the one academy rule: ‘All students and adults are expected to behave in a responsible manner both to themselves and others, showing consideration, courtesy and respect for other people at all times’

Time maybe allowed for the post holder to study subject to operational requirements. The cost of the training and any subsequent examination fees may be paid for by the Trust. Failure to complete a course or leave within 24months from the date a qualification being achieved will result in fees being recovered based upon;

* 100% of previous years total fees recovered if leaving in first 12 months of last exam date or date when assignment submitted
* 60% of the above fees if leaving after 12 months but before 24 months have lapsed (based on last exam dates or date when assignment submitted)

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

Signed: …………………………………… Date: ……………………………….