

Management Accountant

Recruitment Pack



The Cheviot Learning Trust

Cheviot Learning Trust was created in 2023 from a merger of Tyne Community Learning Trust and Three Rivers Learning Trust. The new Trust will enable our high quality staff from across all of our schools to cooperate through professional and innovative networks that develop the educational excellence all of our students deserve. We educate over 5500 students across 18 schools between the ages of 2 and 19 and employ over 750 staff. We are a charity supported by over 150 governance volunteers who hold us to account in their role as critical friends. We are proud Northumbrians; more than happy to welcome schools to join us from inside or outside Northumberland. All of the schools have a long and proud history of

providing an excellent education service to their local populations. We are seen locally as a centre of educational excellence and were selected to be the Teaching School Hub for Newcastle, Northumberland & North Tyneside. We recognise the mutual benefits to our Learning Trust through reciprocal staff development opportunities, training events, and the generation of new ways of working through system leadership. Through our teaching, we aim to equip children with the skills, knowledge and understanding necessary to be able to make informed choices about the important things in their lives. We believe that appropriate teaching and learning experiences help children to lead happy and rewarding lives.

The Cheviot Learning Trust mission

Our core purpose is to advance education for the public benefit. We believe that each school in the Trust family has unique qualities to share and unique challenges to be resolved. Deep collaboration is a key Trust expectation that helps us to deliver significant benefits for the students, the staff and the schools that form the Trust. Each school is stronger in the Trust family; delivering a better education for the public good than if they were outside the Trust.

Our vision

Our purpose is to deliver excellent education for the benefit of all and our mission is to develop all our young people to have the opportunity to succeed.

Our values

Everything we do is based around the values that we hold dear:

- **Innovation** We're here to shape the future, which is why we all have a responsibility to be thinking about the big issues of tomorrow.
- **Cooperation** We nurture the relationships that we've built over many years and we know by working together we can achieve more than we can alone.
- **Respect** We take the time to understand and make decisions and have due regard for the feelings, wishes and rights of others.
- **Excellence** We will always strive for continuous improvement and will produce the best solutions and deliver the best services possible.

Job Advert

Management Accountant

Contract Type: Permanent

Hours: 37 hours per week – part time hours or term time only working considered

Salary: £43,693 to £47,754 per annum (pro rata depending on working arrangements)

Pay scale: Band 9 point 34 to point 38

Required: as soon as possible

JE ref: S1682

Closing Date: Friday 2nd May 2025, 12 noon

Interviews: Monday 12th May 2025

This is an exciting opportunity to join the Trust central team at Cheviot Learning Trust as a Management Accountant. We are seeking to recruit an individual to work within our team who has the inspiration, drive, and the motivation to want to make a difference to the lives of young people. This post will be based at our central team office in Gosforth and is suitable for someone at any stage of their career whether at the start and ambitious to develop and learn or more experienced and able to apply well developed skills.

It is essential that the successful candidate is a fully qualified accountant (CIMA, ACCA, CIPFA or equivalent) and will have practical experience working in finance (preferably in the education/charity sectors). The successful candidate will be able to prepare management accounts, reconcile and manage balance sheet accounts, support schools in creating budgets, and work with internal and external audit teams.

The successful candidate will have an ability to work independently in a timely manner, achieving deadlines, with excellent IT skills. You will be a team player with excellent interpersonal skills.

In return you will work with a progressive and forward thinking Multi Academy Trust where there are opportunities for development and career progression. We are committed to investing in our staff and you will receive a

supportive induction programme. As a Trust we offer many benefits including a generous holiday entitlement and contributory pension through the Tyne and Wear Pension Fund.

For more information, please contact Dominique Flint, Trust HR Manager via email d.flint@cheviotlt.co.uk.

Application forms can be downloaded from the Trust website www.cheviotlearningtrust.co.uk/careers. The Trust website also contains full information about our Trust, with links to all of our schools' websites.

Completed applications should be returned to Mark Tait, Chief Operating Officer, via d.flint@cheviotlt.co.uk. Applications received after the deadline will not be considered.



Job Advert (Continued)

We are strongly committed to safeguarding and promoting the welfare of all children and young people and expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974. If you are invited for interview, you will be required to disclose convictions that would not be filtered, prior to the date of the interview. Certain spent convictions and cautions will be 'protected' and do not need to be disclosed. Full details on protected convictions and information about which convictions must be declared during job applications can be found on the [Ministry of Justice website](#).

You will be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure and Barring Service before your appointment is confirmed. This role will include Regulated Activities and an enhanced Disclosure and Barring Service (DBS) disclosure is required for this post.

Our Employment of Ex-Offenders Policy can be found [here](#). The Trust Child Protection and Safeguarding Policies can be found on the [Trust website](#). An online search will be carried out on shortlisted candidates, prior to interview.

Completing an Application Form

If you have a Gmail account:

- Open the Application document
- Click 'Sign in' at the top right of the page
- Go to File > Make a copy
- Complete the application form in the Google Doc

Without a Gmail account:

- Open the Application document
- Go to File > Download as > Microsoft Word
- Complete the application form in Microsoft Word



Job Description

Job Title: Management/Project Accountant

Responsible to: CFOO

Resources: Performance manage the Finance Team of 8 in the Central Finance Team and carry out appraisals.

Finance: Setting and monitoring 18 school budgets, Central Services budget and Teaching School Hub budget including monthly reporting processes. Total value £40m.

Clients: Providing relevant advice and information to the CEO, COO/CFO, Headteachers, Trustee Board, School Governing Boards and government agencies such as DfE.

Job purpose:

To ensure the financial effectiveness and performance of the Trust by:

- Preparation of accurate and timely monthly management accounts, including balance reconciliation, and detailed variance analyses of school and Trust performance
- Complete year end, audit and statutory returns accurately and within deadlines (HMRC, ESFA etc.)
- Promote the highest standards of business practice/integrity within the finance function of the Trust and Trust schools
- Ensure the most effective use of resources in support of the Trust's stated aims and ethos, values and vision
- Implementing financial procedures as required
- Responsible for managing individual school budgets and KPI and overall Trust performance for the board
- Support new schools to integrate within the Trust, ensuring policies and procedures are followed.

Key Duties and Responsibilities:

- Responsible for providing operational and strategic financial support for the Trust in conjunction with the Trust Executive Team.
- Responsible for providing a management accounts service, promoting best practice, value for money and strong financial health in all areas of responsibility.
- Responsibility for the financial reporting of a group of schools, including monthly management accounts, to the Board, Audit Committee, CEO, CFOO Headteachers and Local Governing Boards.

- Fulfil the financial accounting needs of the Trust as required, including preparation of VAT returns, control account reconciliations, cash flow reporting etc.
- Responsible for the month end processes within the Trust in line with the organisation's deadlines, ensuring the reported position against budgets is accurate and in line with financial procedures.
- Work alongside the CFOO to support effective financial planning practices in the preparation of school budgets and forecasts.
- Hold school leaders to account, working with them to ensure they operate within budget and adapt positively to changes in funding.
- Responsible for completion of year end processes in partnership with the Trust Accountants and Auditors.
- Work with the Trust auditors to complete any internal or external audits and implement resulting recommendations
- Ensure whole Trust compliance with financial guidelines, statutory and DfE/ESFA reporting requirements.
- Responsible for developing effective and robust policies, financial control environment, delivering value for money for the Trust.
- Lead on the planning and delivery of finance training, advice, guidance, support to the finance team, school/Trust leadership teams and business managers assisting them in financial management knowledge development.
- Responsible for the performance management of finance staff at the central location and those working remotely in schools.
- To support Trust procurement processes and including tenders.
- Responsible for promoting best practice regarding financial management.
- To be the first point of contact for the central Finance team on technical accounting matters.

Job Description (continued)

The above list of duties is not intended to be exhaustive and may not identify each individual task which may reasonably be requested of the post holder. Employees will be expected to comply with any reasonable request from a senior manager to undertake work of a similar level that is not specified in this job description.

Work Arrangements:

- Required to use own transport to travel between Trust school's and attend meetings
- Normal hours but need to also work 'out-of-hours' as necessary.

Cheviot Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



Person Specification

Essential	Desirable (D)	Assessment Method
KNOWLEDGE AND QUALIFICATIONS		
- Recognised CCAB accountancy qualification e.g. CIMA, ACCA, CIPFA or equivalent - Educated to degree level in a business or finance related discipline e.g. degree in Business Studies or Accountancy - Substantial knowledge and understanding of multi-year financial planning and budget management principles - Understanding of the implications of government policies and educational trends and developments - Extensive knowledge of accounting principles and budgetary processes - Extensive knowledge of financial procedures, policies and accounting code structures.	- Educated to postgraduate level in a business in a business or finance related discipline e.g. degree in Business Studies or Accountancy - Knowledge of the current developments in education/public sector/schools - Knowledge of the requirements for managing public funds, the Academy Trust Handbook and producing statutory returns as required by the ESFA, and company/charity legislation.	A, I, R
EXPERIENCE		
- Experience as a Management Accountant - Trust and multiple schools budget preparation and planning - Managing and reporting on budgets of significant financial value - Experienced in a financial control environment Experience of management of systems for measuring performance, assuring quality linked to customer needs/organisational targets - Preparation of high-level reports, including recommendations for improvement - Experience of managing staff, budgets and physical resources	- Knowledge/experience of the public/charitable sector or Accountancy - Experience of supporting competitive tender process	A, I, R

Person Specification

SKILLS AND COMPETENCIES		
- Ability to provide accurate information, advice and guidance - Ability to analyse varied and complex financial information and provide concise summaries - Methodical/accurate/thorough but with ability to be innovative and creative, in order to inspire team members/ partners - Ability to problem solve to identify accounting errors, take corrective measures and ensure common errors are not repeated - Excellent organisational skills and knowledge of systems which facilitate achievement of performance /quality goals - Able to work under pressure, prioritise work and meet deadlines - Ability to work collaboratively with a range of stakeholders - Skilled at working independently or as part of a team - Excellent communication, written and interpersonal skills - Excellent IT skills - Experience in the use of financial systems and Microsoft Office and/or Google Suite	Experience of PS Financials, asset management systems	A, I, T, R
PHYSICAL, MENTAL AND EMOTIONAL DEMANDS		
- Lengthy periods of concentrated mental attention and pressures from conflicting deadlines and frequent interruptions - Minimal emotional demands, but may occasionally have to investigate situations that could be distressing		I
OTHER		
- Customer led - Ability to develop and deliver clear work programmes and targets - Committed to a 'quality first approach'. - Assertive – able to communicate effectively at all levels - Self-motivated – able to work alone with minimum supervision - Team player		I

Key: Application Form (A); Interview (I); Work Related Test (T); References (R).



**Contact us**

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