

John Taylor Multi Academy Trust

Location	Central Team	
Post Title	Management Accountant	Grade 11

Reporting Relationships

Responsible to: JTMAT Company Accountant

Key relationships: JTMAT CEO, COO, other Finance and Central Team staff

Liaising with: Trust School staff / external and internal auditors

Statement of Purpose

- To ensure the Chief Operating Officer (COO) and individual academy and Teaching School hub leaders are kept informed of financial performance for their section through preparation, analysis and reporting of budget information.
- Lead the budget and forecasting process to ensure that individual academy's budgets across the Trust facilitate Trust and academies leaders plans for school improvement.
- Contribution to other key finance functions including month, year-end and other reporting processes are key features of the role to help ensure that the Finance function supports the Trust to achieve its objectives.

Specific responsibilities include:

- Oversight and delivery of accurate monthly management accounts for Trust schools to include preparation of a report suitable for presenting to each LGB which highlights projected outturn, KPI's and benchmarking.
- Day to day support to schools in all areas of their financial operation including advice on how to enter transactions into their accounting and budgeting packages (PSF and Orovia).
- Supporting schools with the annual preparation of 3 year budget information.
- Support with the preparation of annual accounts, TP Audit, Annex G returns, DfE and other returns.
- Ongoing monitoring of Trust capital expenditure and assistance with capital returns as required.
- Support with treasury management and production of monthly cash flow forecast.
- Support Finance Team with month end procedures as required.
- Management and monitoring of Teaching School hub finances – this may include some transactional procedures as well as working in a strategic way to support and advise the hub Leadership team e.g:
 - working closely with the Director and Assistant Director in creating and agreeing annual and 3 year budgets for the hub;
 - reporting hub Income and Expenditure to the Achievement & Progress Committee;
 - assist with the preparation of information for Annex G or other auditor led processes.

Other duties

- To participate in Central Team meetings, induction training and staff probation and review processes.
- To actively engage in own professional development and participate in the Trust's performance management arrangements via the School IP system and ensuring compliance and consistency of approach across all our schools.
- The post-holder is expected to familiarise themselves with and adhere to all relevant Trust and School Policies and Procedures.
- The post-holder must comply with the Trust's Health and Safety requirements.
- The post will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post.

Professional Accountabilities

The post holder is required to be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and in particular the regulations relating to UK GDPR, reporting all concerns to an appropriate person. In addition they are to contribute to the achievement of the Trust's objectives through:

Safeguarding

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.

Equalities

- Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

Health and Safety

- Ensure a work environment that protects people's health and safety and that promotes welfare and in accordance with the JTMAT Health and Safety policy.

Person Specification
Management Accountant

Criteria	Measured by
<p>Experience</p> <p>Essential</p> <ul style="list-style-type: none"> At least 3 years' experience working in a business environment at management level. Proven financial acumen. Experience of guiding, motivating and developing others. <p>Desirable</p> <ul style="list-style-type: none"> Experience of working with Heads of School/Heads of service in a multi-site/divisional organisation. Experience of working in an academy or other educational setting. 	<p>AF/I</p> <p>AF/I</p>
<p>Qualifications/Training</p> <ul style="list-style-type: none"> An accountancy qualification from any of the UK bodies who are members of the Consultative Committee of Accountancy Bodies. Proven commitment to own professional development. 	<p>AF/I</p>
<p>Knowledge/Skills</p> <ul style="list-style-type: none"> Understanding of the principles of charity accounting regulations. Strong analytical skills to identify, assess and explain performance variances from budgets/forecasts. Excellent numeracy and literacy skills. Excellent written and oral communication skills. Excellent ICT skills, use of Microsoft Office including excel and other IT software. Excellent interpersonal skills – evidence of ability to establish effective working relationships with colleagues of all levels. Ability to exercise judgement and skill in providing leadership in a rapidly changing environment. Understanding of relevant financial and education legislation and its impact on schools. Working knowledge of the DfE Academies Financial Handbook. Excellent organisational, planning and prioritising skills. High levels of accuracy and attention to detail. 	<p>AF/I</p> <p>AF/I</p>
<p>Behavioural Attributes</p> <ul style="list-style-type: none"> Identifies the service needs of the pupils, parents, the community and other stakeholders by proactively gathering feedback to ensure own service, delivers the diverse needs of its customers and encourages social inclusion. 	<p>AF/I</p>

<ul style="list-style-type: none"> • Ensures main strategic priorities are translated into clear objectives and practical actions, ensuring resources and activities of teams are aligned for day to day strategic priorities. • Helps others to find value for money ways to continuously improve the service. • Anticipates the need for change and proactively introduces systems to ease and support transition. • Maintains a clear sense of purpose and direction during periods of change by proactively consulting when planning change and supporting others through the change process. • Creates a sense of self belief, energy and pride in others about what the school are setting out to achieve. • Plans communication effectively and acts as a role model in providing open, honest communication. • Ensures team are focused on the contribution they must make. • Handles sensitive issues constructively to resolve conflict. • Manages demanding workloads and meet commitments. • Ensures the team receives sufficient resources and backing to deliver against objectives. • Manages performance robustly within an inclusive working environment that values everyone's contribution, coaches others in developing and maintaining effective relationships and team working. • Overcomes obstacles to achieve teams' objectives. • Takes considered risks using initiative and flexibility to deliver. • Creates opportunities for self and others to acquire and apply new skills by involving individuals in setting appropriate personal development objectives and providing agreed development opportunities, supports others by coaching and mentoring. • Promotes a culture of trust, where honest and constructive feedback is sought. • Ensures people grow and develop by allowing teams and individuals to be creative in how they work, highlighting, celebrating and rewarding success. • Develops and nurtures networks within and outside the organisation. 	
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AF = Assessed by Application Form

I = Assessed at Interview/Selection Activity

Note 1:

The content of this job description will be reviewed with the post holder on an annual basis in line with the Trust's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade will be discussed with the post holder.

Note 2:

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated.