

Job Description

Job title	Management Accountant
Responsible to	Chief Finance Officer
Hours of work	36 hours, permanent
Salary	Grade L, Point 43 - £54,495 (2025/2026)
Base	Mersey View Learning Trust offices (On occasion, the successful candidate may be asked to work at any location within the trust according to business need.)

Job Purpose
<ul style="list-style-type: none"> • Ensure timely production of monthly management accounts for all budget holders, providing an accurate and up-to-date financial position to support decision-making. • Contribute to consolidated trust-wide financial reporting, including analysis of variances against plan across schools and business entities. • Support budget holders in resolving financial performance issues and provide guidance when needed. • Assist the CFO in preparing the annual budget and medium-term financial plan, including developing key assumptions in collaboration with stakeholders. • Provide leadership and oversight to the wider finance team, promoting best practice and continuous improvement.

Main duties
<p>The duties and responsibilities listed below are indicative of the tasks that the Management Accountant will perform and are not intended to be an exhaustive list. The post holder will be expected to take on additional responsibilities appropriate to the role as they arise.</p>
<p><u>Financial Management</u></p> <ul style="list-style-type: none"> • To support the CFO with the month and year-end processes within the Trust in line with the organisation's deadlines, ensuring that the reported position against budgets is accurate and in line with financial procedures. • To prepare and submit bi-weekly BACS payments to suppliers, ensuring that accurate and timely payments are made. • To execute internal transfers between Trust entities and accounts, maintaining clear audit trails and reconciliation records. • To support the CFO in short-term cash forecasting and planning, identifying potential risks or funding gaps. • To prepare and post month-end journals, including accruals, prepayments, and central adjustments. This includes calculating and processing recharges between schools and the central team.

- To prepare control accounts reconciliations and ensure accuracy of financial data.
- To investigate and report on significant budgetary variances, identifying any remedial action that needs to be taken.
- To analyse the month-end financial position, investigate variances and make appropriate adjustments, if necessary, in line with internal procedures.
- To produce monthly financial reporting for the CFO, summarising the financial performance to date and providing explanations of key variances. Provide forecast out-turns and variance analysis for management review.
- To meet regularly with Finance Business Partners and budget holders to assess financial performance and to provide financial management information, analysis and advice.
- To ensure budget holders and managers have an awareness of financial performance requirements, including the need for budgetary control and adherence to SFIs, and to provide financial awareness training when necessary.
- To support the preparation of regular and ad hoc financial statements, variance analysis and to produce a forecast out-turn position monthly for management review.
- To work with internal and external auditors, ensuring follow up and implementation of matters arising.
- To liaise with and assist other staff within the Trust finance and HR teams to ensure that corporate, statutory and performance monitoring requirements are met.
- To work on obtaining information that provides more detail to support reporting from the general ledger. This could include payroll information and the breakdown of information from suppliers, Access HR and budgeting systems.
- To support the day-to-day operation of the finance function and the Trust's core finance offer.

Year-end financial planning

- To support year-end financial reporting, including preparation of annual accounts and audit schedules.
- To assist in the preparation of future year budgets taking into account relevant activity data, cost pressures and service developments and working with finance colleagues and budget managers to establish budgetary submissions.
- To develop robust income plans in conjunction with Budget Managers ensuring that opportunities are explored, and risks are quantified.
- To ensure that budgetary information in the Trust's budget system is kept up to date and is a reliable source of information.

Business Analysis

- To analyse the impact of service changes and provide the cost implications of service redesign, adjusting budgets in accordance with changes in provision if necessary.
- To work with budget managers and the CFO to prepare business cases and bids for new business and/ or service re-design.
- To identify and drive cost improvement programmes to deliver value for money.
- To support other members of the Central Team with ad-hoc projects.
- To work with the HR lead to integrate financial information into the reporting.
- To contribute numerical and/ or graphical information that will form part of Trust's dashboards or information showing progress on Trust strategies.

Accountability

The post holder:

<ul style="list-style-type: none"> • will be responsible for managing their own workload to assist the Trust's finance function and budget holders in meeting their objectives. The level of detail of the work required will need to be assessed taking into account quality of information and timeliness. • is accountable for ensuring that duties are carried out in accordance with generally accepted accounting practice (GAAP) and the Trust's finance handbook, policies and procedures. • will keep up to date with relevant financial developments and national guidance. • will assist in developing training programme for non-finance managers to improve commercial and financial skills. • will contribute to the development of financial policies and procedures within the finance function of the Trust. • will work co-operatively with others towards shared goals. • will promote and ensure the health and safety of students, staff, and visitors always.
<p><u>Professional Development</u></p> <p><u>The post holder will:</u></p> <ul style="list-style-type: none"> • carry out appropriate and regular training and development to maintain knowledge and improve practice. • attend briefings and participate in professional development opportunities. • keep up to date with current educational developments and legislation affecting financial management. • participate in regular performance management for self and lead appraisal reviews for direct report staff.

Safeguarding
The post holder will be aware of, and work in accordance with, the Trust's child protection policies and procedures in order to safeguard and promote the welfare of children and young people and will raise any concerns relating to such procedures which may be noted during the course of duty.
Health and Safety
The post holder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Trust's Health and Safety Policy and in any risk assessments relevant to the post holder's role or circumstances.
Confidentiality and Data Protection
The post holder is expected to comply with the provisions of the Data Protection Act 2018. Any information that they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Trust's Data Protection Policy. Nothing shall prevent the postholder from disclosing information that they are entitled to disclose under the Public Interest Disclosure Act 1998 (as amended), provided the disclosure is made in accordance with the provisions of the Act. The Trust's Whistleblowing Policy is available on the shared drive.
Equality and Diversity
Mersey View Learning Trust is committed to equality and values diversity. As such, the Trust is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. The duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share

<p>characteristics, such as age, gender, race and faith, and people who do not share them. The post holder is required to treat all people with dignity and respect and is entitled to expect this in return.</p>
<p>Training and Development</p>
<p>Mersey View Learning Trust has a shared responsibility with the post holder for identifying and satisfying training and development needs. The post holder is expected to actively contribute to their own continuous professional development and to attend and participate in any training or development activities required to assist them in carrying out their role and meeting safeguarding and general obligations.</p>
<p>Mobility</p>
<p>The post holder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Trust may be required, in accordance with legitimate operational requirements and / or facilitating the avoidance of staffing reductions</p>
<p>Endorsement</p>
<p>This job description reflects the major tasks to be carried out by the postholder and identifies the level of responsibility at which the postholder will be required to work, as at the date on which the last review took place.</p> <p>The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.</p> <p>This job description may be subject to review and / or amendment at any time to reflect the requirements of the post. Any amendments will be made in consultation with any existing postholder and will be commensurate with the salary grade for the job. The postholder is expected to comply with any reasonable management requests.</p>

<p align="center">Declaration</p> <p align="center">I accept this job description.</p>	
<p>Print Name:</p>	
<p>Signature:</p>	
<p>Date:</p>	

Person Specification

MANAGEMENT ACCOUNTANT

Category	Essential/ desirable
Qualifications and Training	
<ul style="list-style-type: none"> A professional accounting qualification (e.g., ACCA, CIMA, CIPFA) 	D
<ul style="list-style-type: none"> Good level of education for example 5 GCSEs grade A-C (5-9) or equivalent including Maths and English 	E
Experience	
<ul style="list-style-type: none"> Demonstrable experience in management accounting, financial planning, and analysis, preferably in the education sector or similar organisations 	E
<ul style="list-style-type: none"> Proven track record of developing and managing multi-year budgets and financial forecasts 	E
<ul style="list-style-type: none"> Working in a multi-academy trust 	D
<ul style="list-style-type: none"> Experience of working within an educational setting 	E
<ul style="list-style-type: none"> Experience of utilising a computerised financial system 	E
<ul style="list-style-type: none"> Experience of Access for Education Budgets and Finance 	D
<ul style="list-style-type: none"> Experience of data production, analysis, reporting and presentation 	E
Knowledge and skills	
<ul style="list-style-type: none"> Strong understanding of financial regulations, guidelines, and principles applicable to the education sector 	D
<ul style="list-style-type: none"> Advanced proficiency in Microsoft Excel and experience with accounting software and financial management systems 	E
<ul style="list-style-type: none"> High needs funding and SEND funding. 	D
<ul style="list-style-type: none"> Excellent communication, presentation, and interpersonal skills 	E
<ul style="list-style-type: none"> Ability to work collaboratively with diverse stakeholders and manage multiple priorities 	E
<ul style="list-style-type: none"> Strong analytical and problem-solving skills, with attention to detail and accuracy 	E
<ul style="list-style-type: none"> Excellent IT/systems skills including Microsoft Office (e.g., Word, PowerPoint etc) 	E
<ul style="list-style-type: none"> Driving licence/access to vehicle and willingness to travel to Trust locations 	E

Category	Essential/ desirable
Personal qualities	
• Commitment to the Trust's values and vision, with a passion for education and public service	E
• Willingness to attend training to improve own skills and professional development	E
• Evidence of Continuous professional development	E
• Accountable for own decisions	E
• People focussed with patience, act and diplomacy	E
• The ability to develop the skills of others as well as to learn from others	E
• The ability to take personal responsibility, a readiness to reflect and self-evaluate and the ability to be flexible, to change, improve and develop	E
• Confidence and self-motivation, and the ability to be decisive	E
• A team player who can work collaboratively, as well as use their own initiative	E
• Flexible attitude towards work and sound judgement	E

The above qualities will be assessed through a comprehensive recruitment process, which involves application analysis, scrutiny of reference and interview.

The post holder will be required to complete an enhanced Disclosure Barring Service (DBS) Check with appropriate barred list checks, or the equivalent and must be eligible to work in the UK.