

RECRUITMENT PACK

Management Accountant
(Maternity Cover)



Consilium

Academies

Enriching Lives, Inspiring Ambitions

Welcome from the CEO

Dear Candidate,

Thank you for your interest in the position of Management Accountant at Consilium Academies.

At Consilium, we believe in enriching lives and inspiring ambitions through our values of:

Partnerships

Opportunity

Integrity

Excellence

Equity

Being people-centred

We recognise the unique value of each individual, whether they are staff or students and are dedicated to ensuring that every member of our Trust reaches their full potential. To achieve this, we collaborate with stakeholders and external organisations to build relationships that enhance opportunities for all members across the Trust.

Our focus on being people-centred extends to providing exceptional professional development for all members of our Trust, including teaching and support staff. This commitment is reflected in our Centre for Professional Learning, where colleagues have access to tailored training opportunities and resources to meet their specific needs.

We firmly believe that every student, regardless of their background deserves an excellent education and an equal opportunity to fulfil their potential. This vision guides us in creating an environment where every pupil can thrive.

As part of our Trust, our academies align with collective aims, including prioritising holistic development of pupils academically, socially and emotionally. We aim to instil a passion for lifelong learning and continual improvement among our academies, staff and students, empowering them to pursue their aspirations and ambitions. Our goal is to create a family of academies that is inclusive and embraces diversity, fostering a supportive community where all members feel inspired and empowered to succeed. We also value our stakeholders as partners in our collaborative efforts with the communities we serve.

Consilium Academies is currently undergoing significant development with numerous opportunities for all staff. Joining us now presents an exciting prospect for professional and personal growth.



Mr Michael McCarthy
Chief Executive Officer of Consilium Academies.

About the Trust

The Consilium Mission

"Enriching Lives, Inspiring Ambitions"

We are proud to be Consilium Academies, a Trust that believes in the unique value of each individual. Our vision, actions, and purpose are guided by this principle and a dedication to do all we can for the communities we serve.

We never put a ceiling on potential. Instead, we work with our Academies to provide high-quality education that is truly inclusive, giving every student the same opportunities to develop the skills and knowledge they need to thrive in life beyond the classroom.

We are committed to enriching the lives of all those involved in our Trust through an ambitious, student-centred approach to education.

Consilium Academies is a Multi-Academy Trust consisting of nine schools based across three hubs in Salford, South Yorkshire, and the North East of England.

We believe in inclusivity, both in the schools and communities we serve and are committed to working with our Academies to ensure our ethos is realised on a daily basis.

- The lives of our young people should be enriched by care, experience, and opportunity. This is achieved by;
- helping children and young people to succeed to their potential academically, socially, and emotionally;
- instilling a passion for lifelong love of learning and continued improvement so that our academies, staff, and students achieve their aspirations and ambitions;
- creating a family of academies that are inclusive and embrace diversity, where all members of the community feel supported, inspired, and empowered to succeed;
- ensuring all stakeholders are seen as partners in our work within the communities we serve.

The Trust operates a Central Team led by our Chief Executive Officer, Michael McCarthy. The team provide direct services to our schools as well as Trust-level accountability, leadership, and management. We operate a strong partnership model and our partner schools are instrumental in the continual growth and development of our Trust. We work with our schools in a supportive way that does not detract from the individual identity of a school, instead allows them to grow and focus on student achievement and success.

WE ARE PROUD TO OFFER THE FOLLOWING STAFF BENEFITS:

- Pension with the Local Government Pension Scheme and Teachers Pension Scheme
- 34 days annual leave plus bank holidays for all support staff (pro-rated for part-time employees)
- 36 hour working week for all full-time support staff
- Automatic pay progression for all staff in line with their current grading structure
- Enhanced contractual sick pay in line with the Burgundy Book and Green Book
- Employee Assistance Program with access to counselling and CBT 24 hours a day, 7 days a week
- Access to an Occupational Health Provider
- Free membership to Vivup. with hundreds of exclusive offers and discounts available online and in store at many shops, gyms, and restaurants
- An excellent CPD offer for every member of staff; to help you perform as well as you can in your role, provide you with a sense of wellbeing at work and to help you reach your career aspirations

About the Role

Job Title: Management Accountant

Start date: 1st October 2024

Hours: 36 hours per week, all year round

Contract: 1-year fixed term (Maternity cover)

Salary: Grade 10 (NJC SCP 30 – 33), Actual salary £38,223 - £41,418

Do you have the drive, passion and commitment to deliver outstanding support? We are looking to appoint an experienced Management Accountant to join our dedicated team. You will be responsible for all financial accounting and reporting within the Trust, in line with current financial regulations for Academy Trusts.

As the Management Accountant you will be working with the Director of Finance to ensure all outcomes are successfully met with regard to the Trust's Financial Procedures and processes. Main duties will include the preparation of monthly management accounts from trial balance.

If you feel you share our values, have the vision and drive for excellence and want to be part of a dedicated team, then we would like to hear from you.

The successful candidate will present the best possible example of professional standards to colleagues.

To apply please download and complete the attached application form. Please note we do not accept CV's. We ask that all completed application forms are sent to HR@consilium-at.com

Please ensure that within your application you provide the names, addresses, and contact details for two referees, one of whom should be your current or most recent employer.

The closing date for applications is 30th August 2024

Interviews will take place on a date TBC

Consilium Academies is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointments are made subject to an Enhanced DBS Check, and where applicable, a prohibition from teaching check will be completed for all applicants.

In accordance with our statutory obligations under Keeping Children Safe in Education Consilium Academies is required to conduct an online search as part of our due diligence on shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which Consilium Academies might want to explore with you. Further information on online searches can be found in paragraph 221 of Keeping Children Safe in Education.

The Trust is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Under Part 7 of the Immigration Act 2016, the Public Sector fluency duty requires state funded schools to ensure candidates for their customer facing roles have the necessary standard of spoken English.

Please note: If you have not been contacted within one week of the closing date please assume that your application has been unsuccessful on this occasion. We are unable to provide feedback on individual applications. Applications received after the closing time stated will not be considered.

Job Description

Job Title:	Management Accountant – Maternity Cover
Reports to:	Director of Finance
Grade:	Grade 10 (NJC scale points 30 – 33)

Main purpose of the Role

You will be responsible for all financial accounting and reporting within the Trust. In line with current financial regulations for Academy Trusts. As the Management Accountant you will ensure consistency of process at month end and year end to produce accurate Trust monthly and annual accounts.

Core Responsibilities & Tasks

Main Duties & Responsibilities

- Preparation of monthly management accounts from trial balance
- Management of monthly accruals and prepayments as part of the month end process
- Input and management of all accrued and deferred income postings
- Completion of balance sheet control account reconciliations.
- VAT management including reconciliation and claims.
- Develop and manage procurement processes in line with the Trust's Financial Procedures
- Maintenance and management of the contract register
- Support the development of all systems and the integration of financial systems with other operational systems used within the organisation.
- School level budget management including training for school based staff as appropriate
- Building partnerships and maintain relationships with school leaders and other stakeholders

Expenditure Budgets

- Management of budget virements and requests for overspends
- Providing performance commentary and analysis on actuals versus budget and forecast.
- Contribute to the monthly forecasting processes through the understanding of school level spending trends and budgetary expectations

Other Duties

- Assist with the design and implementation of the Trusts financial procedures and systems
- Provide training when required to Academies and Central teams
- Maintain the Trust's accounting systems
- Responsible for adherence to financial regulations and audit requirements and advising on the application of these.
- Ensure accuracy of data input and correct financial controls are applied.
- Support the Chief Financial and Operating Officer and Director of Finance as required
- Assist the Director of Finance with financial and internal audits

Support for the Finance Team and Trust

- Contribute to the overall ethos/work/aims of the schools
- Attend and participate in regular meetings
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- To provide a professional, efficient and courteous service at all times

- To provide cover for absent colleagues as and when required

Corporate Responsibilities

- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- To pursue and promote the achievement and integration of diversity and equality of opportunity throughout the Trust's activities.
- To plan, monitor and review health and safety within areas of personal control.
- To participate in the Trust's Professional Development Review process and engage in continuous professional development and networking to ensure that professional skills and knowledge are up to date.
- To maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.

Additional Notes

The job purpose and key statements remain indicative and by no means exclusive. Given the evolving needs of the Trust, flexibility among staff is very important. All staff may be required to undertake other such reasonable duties as may be required from time to time in line with the grade of their post.



Person Specification		
	Essential	Desirable
Qualification and CPD		
Clear evidence of qualification by experience	✓	
Full driving license and ability to travel to Trust sites	✓	
Fully qualified AAT or Qualified by experience	✓	
ACA/ACCA/CIMA/CIPFA qualified or working towards		✓
Experience, Knowledge and Skills		
Proven track record of leading financial systems and controls	✓	
Evidence of financial management experience to support the day-to-day operation of an establishment / company within financial constraints	✓	
Good working knowledge of principles and methods of financial control and reporting	✓	
Ability to problem solve both operational and strategic issues through a pragmatic and commercially sound approach	✓	
Ability to work flexibly to meet deadlines and respond to unplanned situations	✓	
Understanding of the importance of confidentiality and an appreciation of the implications of the GDPR	✓	
Understanding of finance systems within the education sector		✓
Knowledge and understanding of Academies Financial Handbook and ESFA financial requirements		✓
Experience of finance in the education sector (Academies)		✓
Knowledge of company and charity legislation and reporting requirements.		✓
Experience of budget management and forecasting	✓	
Experience of effective procurement management	✓	
Personal Attributes		
Responsibility for own professional development and be willing to partake in further staff development	✓	
The ability to motivate, support and challenge	✓	
The ability to promote and maintain quality control in all aspects of work	✓	
A team player with energy, commitment, enthusiasm and resilience.	✓	
The ability to prioritise workloads and to work to given deadlines	✓	
The ability to adapt to change within the working environment	✓	
The ability to maintain confidentiality	✓	

