



JOB DESCRIPTION

Job Title:	Management Accountant
Salary:	TPAT Point 11
Responsible to:	Head of Finance
Direct Supervisory Responsibility for:	None
Important Functional Relationships: Internal/External:	Trustees, Trust Leaders, TPAT staff, DfE, ESFA, Auditors and Suppliers.

Main Purpose of the Job:

- To assist the Chief Financial Officer (CFO) in the day-to-day financial management and operation of the of the Trust.
- To support the Finance Business Partners, Head of Finance and CFO in the delivery of effective financial reporting, stakeholder mentoring and financial compliance across the Trust.

Main Duties and Responsibilities:

Duties and Responsibilities

- Directly support the finance business partners & Head of Finance in the production of annual budgets.
- Support in the preparation and review of monthly management accounts & financial information, meeting with and supporting the understanding of the accounts with key stakeholders.
- Meet with school leaders in respect of financial performance, forecasting and analysis.
- Champion correct application of and adherence to Trust financial procedures Manual and Academy Trust Handbook.
- Assist in the preparation of year end documentation to support the successful annual closure and audit of the Trusts accounts.
- Operate, maintain and assist in the efficient operation of the Trusts accounting and financial reporting system.
- Assist with the day-to-day functions of the finance office.
- Support timely reporting and compliance of CAPEX, VAT and any other internal or external reporting as required.
- Support and Mentor budget holders ensuring consistent and correct process across the trust, in line with relevant policy and procedure.

- To provide cover for other Central finance office staff as necessary.
- To assist with ad hoc projects and provide financial support for connected trust activities as required.

General / Other

- To be aware of and work in accordance with the Trust child protection and safeguarding policy in order to safeguard and promote the welfare of children and to raise any concerns relating to such procedures which may be noted during the course of duty;
- To act as a Trust team member and provide support and cover for other staff where needs arise inclusive of occasional work at other sites within a reasonable travel distance;
- To be aware of and adhere to all Trust policies and procedures;
- To undertake mandatory training as required by the Trust;
- To be responsible for your own continuing self-development and attend professional growth and other meetings as appropriate;
- To ensure the safe and appropriate use of Trust equipment, premises and property;
- To undertake other duties appropriate to the post as required.

This job description is not exhaustive and does not form part of your contract of employment. This document will be reviewed annually as appropriate.

The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities. All staff are expected to share this commitment.