Job Description

Job Title:	**Management Accountant**
Location:	**Central Services (Hewett Academy)**
Closing date:	**12pm on Friday 15th October 2021**

inspiration trust

Job title	**Management Accountant**
Salary Scale	**Scale J-K - Scale dependent on qualifications and experience - please see Person Specification**
Hours of Work	**37 hours**
Weeks Worked	**52 weeks**
Responsible to	**Chief Financial Officer**
Location	**Central Services (Hewett Academy)**

MAIN PURPOSE OF ROLE

The Management Accountant will produce accurate monthly management accounts and be responsible for preparation and monitoring of budgets. Working closely with the Financial Controller, the Management Accountant will ensure all regulatory and statutory requirements of the ESFA and Department for Education are met.

ORGANISATIONAL RELATIONSHIPS

- Responsible to the Chief Financial Officer
- Working directly with other Management Accountants and wider finance team
- Working directly with Principals to provide regular financial assistance
- Presentation of management accounts and budgets at Local Academy Committees
- Direct liaison with senior leaders and other staff within the Trust Academies.

PRINCIPAL ACCOUNTABILITIES OR ACTIVITIES

- Responsible for timely production and accuracy of management accounts for an allocated number of academies within the Trust to include accruals, prepayments, monthly forecasting, variance analysis and commentaries
- Production of salary variance reports for allocated academies to enable strategic decision making around staffing levels, with reference to the Department for Education's Integrated Curriculum and Financial Planning guidance
- Maintenance and analysis of funding streams, ensuring compliance with conditions of grants and completion of Annex G returns as appropriate
- Financial modelling to support strategic decision making
- Assist in financial monitoring and reporting requirements for Inspiration Teaching School Hub, including our Initial Teacher Training offer
- Assist in monitoring of Trust wide capital position, including School Condition Allocation funding
- Preparation of statutory returns ready for review by CFO/Financial Controller
- Collate required information for quarterly VAT returns
- Attendance at Academy Committees for allocated academies

- Preparation and monitoring of annual and 3 year budgets for allocated academies and support of Trust wide budgeting process, including meetings with key stakeholders
- Maintenance of financial ledgers and accounting processes
- Assist in preparation of year end audit file and statutory accounts
- Ensuring that appropriate systems and internal controls are implemented and maintained to meet the requirements of the Academies Handbook
- Benchmarking and trend analysis

PERFORMANCE MANAGEMENT
Participating in the Trust's arrangements for performance management, professional development and the Trust's arrangements for quality assurance and internal verification.

CONTEXT
All staff are part of the whole Trust team. Each individual is required to support the values and ethos of the Trust and Trust priorities as defined in the Trust Improvement Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a demanding environment.

MISCELLANEOUS
To undertake any further tasks which could be reasonably expected by the Trust.

The Data Protection Act 1998 renders an individual liable for prosecution in the event of an unauthorised disclosure of information.

The post is one that carries responsibility for the wellbeing and welfare of children and the post holder should be aware of this and the need to act accordingly.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the work environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

It is a requirement of the post holder to make positive efforts to maintain his/her personal safety and that of others by taking reasonable care, carrying out requirements of the law and following recognised codes of practice. The post holder is also required to be aware of and comply with policies on health and safety.

This is an Equal Opportunities post and is in accordance with the Trust's Equal Opportunities Policy.

This job description can be altered, with the agreement of the post holder and will be reviewed on an annual basis. It is not a comprehensive statement of procedures and task, but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

The Inspiration Trust is committed to protecting the welfare of children and young people. Due to the nature of this role, it will be necessary for the appropriate level of DBS (Disclosure & Barring Service) to be undertaken. It is

essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences.

This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, you are not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act. Any failure to disclose such convictions will result in dismissal or disciplinary action by the Trust.

PERSON SPECIFICATION		
	Essential	Desirable
Qualifications		
Fully AAT qualified	✓	
Fully or part ACA/ACCA qualified	Essential for Scale K	✓
Degree or equivalent level of education		✓
Good numeracy and literacy	✓	
Experience		
Experience of working in a finance environment	✓	
Experience of working within the education sector	Essential for Scale K	✓
Experience of producing management accounts	✓	
Experience of budget preparation	✓	
Professional Skills and Attributes		
Excellent organisational skills	✓	
Ability to meet deadlines	✓	
Ability to develop positive working relationships	✓	
Solution focused	✓	
Pragmatic	✓	
Excellent communication skills	✓	

Approachable	✓	
Accurate and diligent work	✓	
Passion for learning and development	✓	
Able to exercise judgement and refer matters as necessary	✓	
Knowledge and Understanding		
Good knowledge and understanding of basic accounting principles	✓	
Excellent knowledge of Microsoft office suite	✓	
Good knowledge of Googlesheets, Googledocs etc	✓	
Ability to manipulate data and produce meaningful reports	✓	

Signature ……..…… Date ……

Name ……..