

Job Profile

Role: Management Accountant
Reporting to: Chief Financial Officer (CFO)

Job Purpose

The Management Accountant plays a vital role in financial planning and analysis for Leigh Academies Trust, reporting to the Deputy CFO. They are responsible for preparing and analysing management accounts, developing and maintaining a rolling 3-year budget, and supporting informed decision-making across the organisation.

Key Responsibilities:

- Analyse monthly management accounts, including income statements, balance sheets, cash flow statements, and variance analysis, ensuring accuracy and timely delivery.
- Develop and maintain a rolling 3-year budget for the Trust, incorporating financial forecasts, strategic initiatives, and risk assessments.
- Work closely with the DCFO/ CFO and finance team to provide financial support and guidance to the Trust's academies and partner organisations.
- Lead the annual budgeting process by collaborating with various departments and stakeholders to collect, analyse, and consolidate financial data.
- Monitor and evaluate financial performance against budgets and forecasts, identifying trends, variances, and areas of improvement.
- Prepare and deliver financial reports and presentations for senior leaders, the governing body, and external stakeholders as required.
- Support the development and implementation of financial policies, procedures, and internal controls to ensure compliance with regulatory requirements and best practices.
- Conduct financial analysis to support decision-making, cost optimization, and risk management initiatives.
- Collaborate with the finance team to improve financial processes, systems, and reporting capabilities.
- Assist the DCFO/ CFO in liaising with external and internal auditors, funding agencies, and other relevant bodies as necessary.
- Support the professional development of junior finance team members and contribute to the wider leadership and management of the Trust.
- Assist the DCFO/CFO with establishing 3 year budget assumptions for the Trust to be implemented in forward planning
- Prepare and monitor key KPIs to assist with the budgeting process (teacher contact ratio etc)

Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education](#) document (Department of Education).

Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.

Person Specification

- A professional accounting qualification (e.g., ACCA, CIMA, CIPFA) or equivalent experience.
- Demonstrable experience in management accounting, financial planning, and analysis, preferably in the education sector or similar organisations.
- Proven track record of developing and managing multi-year budgets and financial forecasts.
- Strong understanding of financial regulations, guidelines, and principles applicable to the education sector.
- Advanced proficiency in Microsoft Excel and experience with accounting software and financial management systems.
- Excellent communication, presentation, and interpersonal skills.
- Ability to work collaboratively with diverse stakeholders and manage multiple priorities.
- Strong analytical and problem-solving skills, with attention to detail and accuracy.
- Commitment to the Trust's values and mission, with a passion for education and public service.