

Job Description: Management Accountant – Kent Scheme – Grade 9-10

School: Cygnus Academies Trust – Shared Services

Grade: Kent Scheme – Grade 9-10

Responsible to: Chief Financial Officer (CFO)

Purpose of the Job:

The duties and responsibilities listed below indicate the Management Accountant of Cygnus Academies Trust 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. The team is responsible for; the robust operation of the Trust's financial procedures, adhering to the policies as outlined by the Trust and DfE; ensuring that resources are deployed effectively and efficiently, supporting the Trust's aims and the long-term financial sustainability; and delivering a professional, efficient, and effective finance service to the schools within the Trust as part of our shared services.

The post holder will provide support to the CFO in all aspects of financial management.

Applicants will have previous experience in a similar role and should have suitable knowledge of budgetary management. A management accountant works within the Trust finance department to prepare and present financial reports to senior management teams to give an insight into Trust performance. The reports are used to aid with the Trust strategy and in decision making within the Trust, to ensure growth.

Key duties and responsibilities:

Financial operations

1. Oversee monthly bank reconciliation processes.
2. Review and authorise regular payment runs via BACS.
3. Oversee cashless payment systems and monthly income reconciliations.
4. Review journals, cash book entries, accruals, and prepayments.

Accounts System Administration

1. Set up new users on IMP our budgeting software, deleting users, changing users' permissions, setting up new cost centre/nominal codes.
2. Dealing with queries relating to the finance system.
3. Liaising with IMP relating to issues or developments with the system.

Returns and auditing.

1. Review monthly balance sheet reconciliations.
2. Maintain the Trust's fixed asset register.
3. Comply with all requests from the external and internal auditors and facilitate with all audit requirements.

Budgeting

1. Perform the monthly payroll reconciliations.
2. Complete the monthly forecast summaries for distribution to Headteachers, SLT and Trustees.
3. Compiling strategies that will reduce business costs.
4. Advising on the financial implications of business decisions.
5. Analysing and managing risk within the organisation.
6. Communicating with all levels within the organisation and being able to present financial information to non-finance members of staff.
7. Assist CFO in preparation of monthly management accounts and annual budget setting.

Other responsibilities

1. Plan own personal and professional development.
 2. Undertake any other duties which from time to time may be required and be relevant and commensurate with the post, as deemed necessary.
 3. Monitor accounting procedures and support other colleagues within the Trust, as required, to work within the Trust finance policies and procedures.
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Person Specification: Management Accountant – Kent Scheme – Grade 9-10

The following table outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet each of these criteria.

QUALIFICATIONS	Relevant finance and/or accounting qualifications.	Desirable
EXPERIENCE	Experience of previously working in a related finance role. Experience of previously working in a school environment.	Essential Desirable
SKILLS AND ABILITIES	Ability to plan and develop finance systems. Ability to prioritise own workload effectively. Ability to relate well to children and adults in the school environment. Ability to work constructively as part of a team Effective IT skills to include Microsoft Excel, Outlook and Word. Excellent communication skills. Good organisational skills. Good presentational skills Methodical with good attention to detail.	Essential Essential Essential Essential Essential Essential Essential Desirable Essential
KNOWLEDGE	Knowledge of relevant policies/codes of practice and awareness of relevant legislation. Experience of using Iris financial/PSF Financial/Invoice Matcher/IMP Planner	Essential Desirable



CYGNUS
SHARED SERVICES

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