

Management Accountant

Salary Grade: UKAT Band E
Hours: 22.5 hours per week / all year round
Responsible to: Finance Director

Purpose and Vision

To manage the operational finance function of the multi-academy trust ensuring the effective and efficient delivery of a professional service. To provide finance and administrative support to the Finance Director.

Key Accountabilities

Operational financial management

- Ensure all transactions are processed on the Trust's accountancy system to ensure accurate data is available in a timely manner.
- Maintain the Trust's financial and accountancy systems in line with Trust policies and procedures.
- Completion of month end processes and preparation of journals.
- Determining prepayments and accruals on a monthly basis.
- Prepare monthly reconciliations of bank accounts and control accounts.
- Prepare and maintain accurate cashflow forecasts.
- Assist in the preparation and audit of the Trust's annual accounts.
- Assist in the coordination of internal and external financial audits.
- Comply with the requirements of the Academy's Financial Handbook and Trust policies and procedures.
- Undertake the duties of the Finance Officer if required.

Management Reporting

- Production of monthly management accounts in line with month end timetable.
- Analysis of month end figures for discussion with the Finance Director.
- Prepare and generate monthly, quarterly or annual returns for submission to the appropriate bodies, as required.
- Assist in the preparation of reports to the SLT, ESFA and Board of Trustees.

Payroll

- Produce and submit all monthly and annual returns as required.
- Monitor the salaries at employee level, investigate and report any variances to the Finance Director.
- Input payroll journals to the accounting system.

Budgeting

- Assist Finance Director with the budgeting and forecasting process.
- Contribute to budget planning by maintaining accurate working papers.

Other

- Maintain a comprehensive fixed asset register, reconciling to the both the physical asset and financial records.
- Contribute to the development of Trust policies and procedures.
- Support/assist the Finance Officers in their roles.
- Undertake CPD to achieve the competencies required for the post.
- Carry out any other duty as may reasonably be requested by the Finance Director.

Management Accountant – Person specification

Attribute	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Professional accountancy qualification (full or part qualified) • Appropriate academic qualifications (as a minimum 5 GCSEs at A*- C or equivalent). 	
Knowledge & Experience	<ul style="list-style-type: none"> • At least 2 years' experience of working in a finance department. • Experience of financial accounting and regulations. • Excellent Excel and data manipulation skills. • Excellent ICT skills. • Working as part of a team. • Evidence of ability to analyse and interpret data. 	<ul style="list-style-type: none"> • Experience of working in a school or charity. • Experience of using Sage accounting software
Skills & Abilities	<ul style="list-style-type: none"> • Excellent organisational skills. • Able to build positive and maintain good relationships with all colleagues and stakeholders. • Good verbal, written and presentational skills. • Ability to take the initiative. • Able to work independently and as part of a team. • Ability to think and work creatively and flexibly whilst working with close attention to detail and under pressure to meet deadlines. • Personal integrity, commitment to fairness and equity. • Ability to empathise. • Excellent interpersonal skills and ability to communicate well. 	