



Northern Ambition Academies Trust  
Ambition • Bravery • Respect

## Job Description & Person Specification Management Accountant

## Our Values

Our mission is for every child to leave our schools equipped with the essential skills they need to contribute effectively to society and to become well-rounded, confident, happy adults. To do this, we keep the following values at the heart of everything we do:



### Ambition

- We aim high and don't put limits on ourselves or other people.
- We are relentless in assessing our performance and seeking to continuously improve.
- We make the most of the opportunities offered to us to help us achieve our goals.



### Bravery

- We try new things and see mistakes as opportunities to learn.
- We don't shy away from tough decisions or difficult situations.
- We don't give up if things are hard.

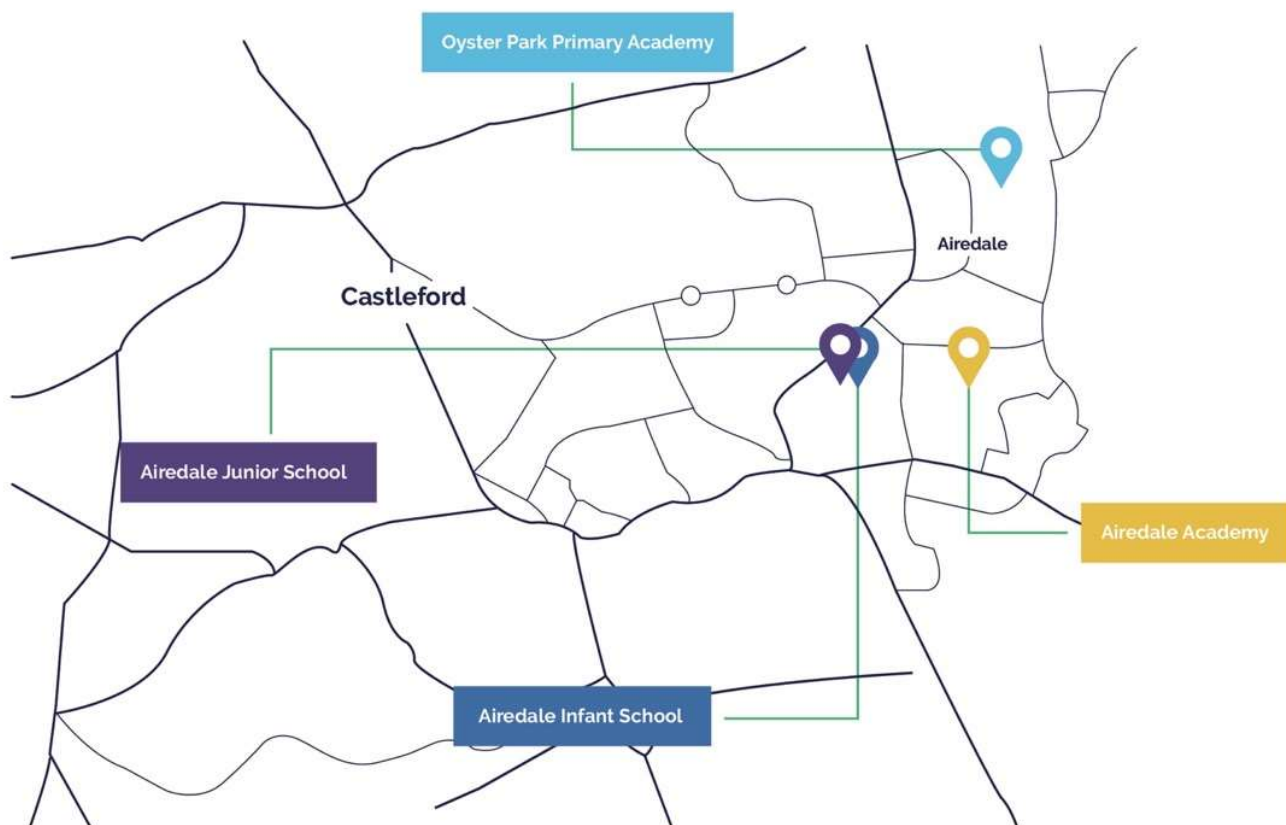


### Respect

- We think about the impact of our actions on others in the choices we make.
- We value what makes us different and believe everyone has something to contribute.
- We encourage honest, open debate and listen to constructive feedback about how to make things better.



# Our Academies



# Management Accountant

## Purpose Of The Post

To provide support to the Chief Finance & Operations Officer (CFOO) in producing accurate financial reports and Management Accounts for the Trust (both consolidated and unconsolidated) relating to the activities of the Trust and our Trading Company.

## Responsible For

The production of accurate financial and management accounts for the Trust and the Trust's Trading Company (including the reconciliation of Control Accounts and Balance Sheets monthly), throughout the year for presentation to the various stakeholders.

To ensure that the budget revisions produced by the Business Managers are prepared and transferred from Access Budgets to the Trust's Finance System (PSF) on a regular basis.

To monitor income and expenditure against budgets at Trust level and to contribute to the monitoring of individual Academy income and expenditure against budget.

To ensure that the financial and management accounts are compliant with the ESFA Academies Handbook and the Trust's Financial Regulations.

To undertake detailed financial analysis of the Trust's operations and activities to ensure best value.

To provide management accounting support to the Central Trust Finance Team and the Trust Executive.

To support with the administration of the Trust's Finance System (PSF), be an authorized signatory/officer and assist with the regular payment of suppliers.

To provide support to the Central Finance Team relating to month/year end processes.

## Liaising with

The Management Accountant will liaise with the CFOO and members of the Central Finance Team (Finance Supervisor/Finance Officer) on a regular basis.

The Management Accountant may be required to liaise with other members of the Trust Executive, wider Central Team, Trustees, Headteachers, Business Managers and budget holders.

The Management Accountant may be required to speak to external bodies, such as HMRC, Government Departments, the Trust Bank and suppliers.

# Management Accountant

## Requirements of the Post

All employees of an educational organisation have a responsibility for promoting and safeguarding the welfare of children and young people.

The following employment checks are required:

- Evidence of entitlement to work in the U.K.
- Evidence of essential qualifications
- Two satisfactory references
- Confirmation of medical fitness for employment
- Registration with appropriate bodies (where applicable)
- Evidence of a satisfactory safeguarding check e.g., DBS check at the relevant level.

# Main (Core) Duties

## Routine Tasks

- Provide support to the Central Finance Team (Finance Supervisor/Finance Officer) to ensure that the Team is developed, promotes a strong customer service ethos, that high standards are maintained and that the Team works in collaboration with other central functions.
- Responsibility for all aspects of financial accounting including (though not restricted to) the management of financial records, resource allocation, cash flow and cash investment, budget control, financial planning, financial management projects, contractual arrangements with external organisations, and month/year end accounting procedures. Deliver an effective 'centralised' financial accounting service (in conjunction with the Finance Supervisor), ensuring transactions are processed in an efficient and timely manner to include (but not restricted to):-
  - Purchase ledger (invoices and payments);
  - Sales Ledger (invoices, receipts and credit control);
  - Internal journal and recharges;
  - VAT returns to HMRC (in conjunction with the Finance Supervisor);
  - Payroll analyses and recharges (including payments to 3<sup>rd</sup> parties, e.g. HMRC, Pension schemes, etc);
  - Cash flow summaries/forecasts;
  - Month end procedures, including balance sheet and control accounts reconciliations;
  - Year-end procedures, including prepayment and accrual accounting and reconciliations.
- Prepare and review monthly management accounts (Consolidated and Unconsolidated) for the Central Trust, Trading Company and individual Academies.
- Produce detailed variance analysis reports for the Trust and Trading Company.
- To Receive the Variance reports from Business Managers regarding the financial performance of individual Academies and to consolidate same.
- Produce Management Account packs (including completion of month end checklists) and provide a summative commentary and graphical explanations regarding the Trust's performance against budget.
- Reconciling the monthly payroll and inputting onto the Trust Finance System (PSF).
- Manage the bank reconciliation process for all the Trust's bank accounts (current and capital) (in conjunction with the Finance Supervisor).
- Maintenance of Cashflow Forecast and Monitoring.
- Completion of all month end journals and schedules including prepayments, accruals, deferred income, accrued income and depreciation charges (in conjunction with the Finance Supervisor).
- Complete control account reconciliations (in conjunction with the Finance Supervisor)
- Complete balance sheet reconciliations.
- Compile month end packs for the Trust, Trading Company and each individual Academy which comprise all control accounts and balance sheet reports.
- Complete and submit the Monthly VAT return and any required partial VAT calculations (in conjunction with the Finance Supervisor).
- Oversee fixed asset schedules in line with the Trust's financial policies and post depreciation charges (in conjunction with the Finance Supervisor).
- Analysis of Key Performance Indicators and benchmarking data for presentation to the CFOO, Executive Team and Trustees.

# Main (Core) Duties

## Irregular Tasks

- Assistance in completion of statutory and non-statutory financial returns, such as those required by the DfE, ESFA and HMRC, as required.
- Maintain end of year accounting schedules throughout the year, in preparation of the Internal and External Audit process.
- Liaise with auditors and support with audit requirements including preparation of year end schedules as required
- Support and contribute to the development of internal controls and systems that meet the requirements of the Trust/ESFA Academies Handbook.
- Participate in the Termly Academy Review Day process, which involves undertaking internal scrutiny of management information, processes, systems and compliance with Trust Regulations.
- Prepare training materials, manuals and guides as relevant.
- Attend meetings with stakeholders, as required to provide operational support and management accounts feedback

## Support to Others

- Support the CFOO, as required, with the production of the Zero-Based Budgets, consolidation of budgets at Trust level and for the completion of the Budget Forecast Return each year.
- Provide the Business Managers with the management information required to complete the payroll reconciliation at the end of each month on Access Budgets.
- Provide support to the Business Managers across the Trust with any financial queries they may have and advise in line with Trust finance policies and procedures.
- As a member of the Central Team, you will also support academies and delegated budget holders in areas such as budget management, procurement and tendering, and capital project planning, as well as provide support in key non-financial areas when required.
- Support the CFOO to ensure that the Trust meets all the statutory accounting/reporting deadlines to ensure compliance with the ESFA Academies Handbook.
- Provide support, guidance and training to schools in the Trust on the use and operation of the Trust's financial systems and procedures.
- To work proactively and effectively with budget holders, managers, operational, finance and other staff within the schools across the Trust.
- Ensuring academy leaders and School Business Managers have the financial information necessary to ensure best value in meeting the objectives of the Trust.
- To support the Business Managers to ensure compliance with all internal and external financial regulations.
- To support the Business Managers in the production and monitoring of budgets.
- Act as a member of the Central Team and provide support and cover when required.
- Carry out a wide range of other tasks and duties relating to the financial and wider business functions of the Trust.
- Assist the CFOO in undertaking due diligence work for new schools joining the Trust, as required.
- Contribute to the preparation of the trust's short-medium term financial forecasts, forecasts for trust strategies and plans and development and implementation of strategies for maximising the trust's finances and resources.
- Support the Trading Company Board of Directors in the financial reporting and oversight of the Company's trading activities.

## Additional Duties

- Attend meetings and training sessions as required
- Comply with all policies and procedures including child protection and safeguarding, health and safety, confidentiality and data protection.
- Play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- Carry out any other tasks as are commensurate with the duties and responsibilities of the post.

## Other Specific Duties

- To continue personal development
- To engage actively in the performance review process

**Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken has not been identified.**

**Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.**

**Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.**

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

**The job description is current at the date shown, but, in consultation with you, may be changed by the Head of HR/CFOO/the Trust to reflect or anticipate changes in the job commensurate with the grade and job title.**



# Person Specification

## Management Accountant

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### Essential Criteria

#### Qualifications & Experience

- Full or part (ongoing) Professional Qualification, ACCA, CIMA, CIPFA or equivalent

#### Knowledge

- Good knowledge and understanding of the funding arrangements and VAT regulations for academies

#### Experience

- The ability to interpret, advise and negotiate with managers on a diverse range of financial issues
- Proven Experience of delivery of a wide range of financial services
- Proven ability to interpret and provide advice to managers on a diverse range of finance issues (e.g. budgets, spending, forecasts)
- Experience of successfully leading a team
- Excellent written and verbal communication skills
- Substantial experience of preparing management accounts and producing Trust wide consolidated accounting reports.
- Experience of providing financial accounts for audit.
- Proficient in the use of Excel and able to demonstrate that you have used excel to maximise efficiency and improve productivity.
- Responsible for contributing to best practice in terms of financial governance, ensuring probity and legislative compliance of all transactions, and the integrity and suitability of all control mechanisms (audit and risk management).

#### Other Competencies & Skills Required

- Personal Qualities A flexible 'can-do' approach. Tactful and professional. Excellent communication and presentation skills. Proactive, innovative and constantly looking for improved ways of working
- Build and maintain productive and effective working relationships with key partners through regularly communication (e.g. funding and other external agencies, audit and risk assurance committee, etc)
- Committed to and working towards an outstanding education for children and young people in our schools, taking appropriate action to ensure that team members do likewise.

# Person Specification

## Management Accountant

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### Desirable Criteria

#### Qualifications & Experience

- Educated to Degree Level or equivalent

#### Knowledge

- Excellent management accounting skills and technical systems experience within the education sector. Experience of school-based accounting systems.
- Some experience of successfully managing a team

#### Experience

- Substantial experience of preparing budgets or financial accounts in a large organisation
- Experience of education sector

# Recruitment Process

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**1**

Advert posted with job description and person specification.

**2**

Candidates invited to look around if desired.

**3**

Shortlisting process.

**4**

Candidates invited to interview, and references requested.

*Interview days may include a task or teaching example depending on the role.*

**5**

Offer made to successful candidate(s).

**6**

Pre-employment checks completed.

**7**

Start date and induction period.



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