



# Management Accountant

The Good Shepherd Trust



Candidate Information Pack  
April 2026



## Management Accountant

Dear Applicant,

Thank you for your interest in the post of Management Accountant at the Good Shepherd Trust. The Good Shepherd Trust is a multi-academy trust consisting of 24 schools in the Diocese of Guildford, across Surrey and Hampshire.

We are seeking two highly organised and proactive Management Accountants to provide professional capacity to the Finance Team and support our Academies in a varied and wide-ranging role, ensuring effective financial management and reporting to our Trust Board. You will provide support in the resolution of financial issues to ensure the best outcomes for our pupils. If you are a proactive individual with a positive outlook, we would be delighted to receive your application.

At The Good Shepherd Trust, our vision is clear: **flourishing together**, to build communities where all children and adults flourish. High-quality financial stewardship is central to achieving this. By providing timely, accurate and insightful financial information, our finance team enables school leaders and Trustees to make well-informed decisions that support strong outcomes for pupils and sustainable, resilient schools. We believe that high expectations, underpinned by robust financial management and continuous professional development, raise aspirations across our Trust. Working closely with Headteachers and School Business Managers, this role plays a key part in supporting bespoke, ambitious provision in each school and ensuring resources are used effectively to enhance learning, opportunity and life chances

We strive to build strong and effective partnerships with parents and the local and wider community because the engagement of parents/carers is vital to children's educational achievements. The Trust values that children's personal development grows through membership of a community and enables them to become contributing citizens.

### Why join the GST Finance Team?

- A growing MAT with a clear finance strategy
- Genuine influence over systems and processes
- Supportive central team culture
- Opportunity to shape best practice across multiple schools

We are working hard to become a more diverse organisation – which is key to our commitment “to be better, together”. We welcome applications from everyone committed to this ethos and would particularly welcome applications from black and minority ethnic candidates, who are currently under-represented in the Group as a whole. We always appoint on merit.

We are very excited about the opportunities this role will create to drive our Trust forward. We look forward to hearing from you and receiving your application.

Paul Kennedy  
**Chief Executive Officer**



**Job Title:** Management Accountant

**Location:** Central Trust Office, Guildford. This is an office based role, with travel to schools within the Trust as needed.

**Grade /Salary:** GST Grade I (£46,770 - £51,705 FTE) (6 scale points within banding for progression)

**Hours / Working Pattern:** 36 hours, All Year Round – part time hours and job share would be considered

**Contract Type:** Permanent

**Reporting to:** Financial Controller

**Responsible for:** no direct reports

It is an exciting time to join the Good Shepherd Trust, with growth bringing structural changes, and a Finance team who are keen to streamline processes, improve controls, and bring efficiencies across all aspects of MAT finance. Part of the strategy includes expanding the team, adding capacity in Management Accounting, which is why we are now looking for two Management Accountants to join the team.

This is a true business-partnering role, working closely with Headteachers and School Business Managers to support financial decision-making, challenge assumptions, and improve financial sustainability across the Trust. You will have responsibility for timely and accurate Management Accounts production for the Trustees. You will be an excellent communicator, and confident in explaining financial information to non-finance staff. To be successful in this post you will have an inquisitive nature, willing to persevere to get to the bottom of a problem and find a resolution.

You will be a qualified accountant (or nearly/qualified by experience) with broad experience of accounting packages (we transitioned to Xero for Education (XFE) in April 2026), excellent Excel, strong IT skills, and experience of adopting new systems/platforms. Experience of working within a MAT environment would be beneficial but not crucial. More important is the ability to effectively manage your time on multiple tasks whilst achieving deadlines; willingness to learn and understand the multi-faceted pressures of the school environment; strong communication skills (both internal and external); attention to detail; and a positive outlook.

There is an opportunity for the right candidate to influence outcomes and enact real improvements in forthcoming projects within the department.

### **Key Tasks and Responsibilities**

You will provide professional capacity to the Finance Team and support our Academies in a varied and wide-ranging role, ensuring effective financial management and reporting to our Trust Board. You will provide support in the resolution of financial issues to ensure the best outcomes for our pupils.

- Preparation of monthly management accounts, including income statements, balance sheets, cash flows, and commentary for key stakeholders, posting standard journals (accruals/prepayments/deferred income/accrued income), reforecasting outturn against budget as necessary.
- Develop strong relationships with key stakeholders to support effective financial discussions
- Reconcile control accounts regularly and remedy any discrepancies in a timely manner
- Assist with preparation and submission of VAT Returns to HMRC
- Assist with preparation and submission of other statutory reports and returns as required
- Ensure payroll costs are accurately recorded in the finance system, including cross-school recharges, working closely with the payroll provider and HR colleagues
- Review and approve BACS payments in line with delegated authorities
- Carry out bank reconciliations within the finance system
- Support both internal and external audit processes
- Ensure that Trust's financial procedures are followed, and consistently applied for both the delegated School budget and the unofficial fund accounts.



- Continuous improvement of finance processes and controls
- Carry out projects or other cross-Trust initiatives or functions as required

**Person Specification** (D – Desirable, E – Essential)

**Qualifications / Experience**

- Part Qualified CCAB e.g., ACA, ACCA, CIPFA or CIMA, or Qualified by Experience (E)
- Experience of working in the education sector (D)

**Knowledge & Skills**

- Works accurately possessing great attention to detail (E)
- Excellent written and verbal communication skills with the ability to communicate financial and contractual information to both technical and non-technical audiences (E)
- Ability to manage a complex set of priorities and tasks accordingly (E)
- Able to adapt to new software systems and requirements (E)
- Advanced Excel skills and experience of financial systems such as Xero for Education and IMP Planner (D)

**Personal Attributes**

- Able to seek out information, advice and guidance when required (E)
- High-level interpersonal skills, sense of humour, and ability to communicate effectively with a wide range of stakeholders (E)
- Able to operate to the highest standards of personal/professional conduct and integrity (E)
- Excellent problem-solving skills – ability to work through complex scenarios and provide a range of solutions (E)
- The ability to remain calm under pressure and meet deadlines (E)
- A willingness, where necessary, to support/coach colleagues (E)
- Flexible in terms of working hours and duties (E)
- A commitment to safeguarding and promoting the welfare of children and young people (E)

**Closing date:** 26<sup>th</sup> April 26

**Interview dates:** 29<sup>th</sup> April 2026

**Start date:** ASAP

This job description is not necessarily a comprehensive definition of the post, and the post holder will be required to undertake other duties appropriate to the grade and character of the work as directed. The post holder's responsibility for promoting and safeguarding the welfare of children and young people with whom they come into contact will be to adhere to and always ensure compliance with the Trust's safeguarding policies.

**Equality**

Equality, diversity, and inclusion (EDI) are critical components of a healthy organisational culture. The postholder will support us to create a welcoming, supportive environment where every student and staff member can thrive.

**Safeguarding**

The Good Shepherd Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We ensure that all our employment practices reflect this commitment. All appointments are made subject to an enhanced DBS clearance (Disclosure and Barring Service), satisfactory references and qualification checks. The postholder will be required to safeguard and promote the welfare of children and young people and follow Trust policies and the staff code of conduct.



## About The Good Shepherd Trust

The Good Shepherd Trust is a multi-academy Trust within the Diocese of Guildford. We currently have 24 schools, 23 in the primary phases and 1 secondary school. The Trust has implemented school hubs for the purpose of collaboration to improve outcomes for children and is seeking to further streamline and centralise services in order to better support all the schools within the Trust.

Each Trust school is unique. The Trust is committed to celebrating the local context of each school and capitalising upon their strengths to the benefit of the wider Trust. The quality and commitment of our people is at the heart of all we achieve. The Trust values them, develops them, and is an employer of choice.

Educationally our consolidated outcomes (for schools that meet the 3-year criteria for inclusion) across the Trust are in line with national average for MATs and within the Trust community are demonstrated in outstanding, good and improving schools.

The Trustees are ultimately accountable for the performance of the Trust and have a key role in setting the strategic direction and managing risk. The Trustees delegate some responsibilities to local committees (LC's).

The Trust has an active central team, based in Guildford, who provide support for school improvement and educational outcomes, safeguarding, governance, admissions, human resource management, finance and much more.

There are exciting developments in the pipeline to further develop the central function, which will bring benefit to all our schools.

We are guided by our principles and it is these, along with our vision and values that create the culture of how we work together:

### Our core GST Values:

- **Kindness:** The quality of being friendly, generous, and considerate towards others. It involves showing compassion and empathy, often through small acts that make a big difference.
- **Integrity:** The practice of being honest and having strong moral principles. It means doing the right thing even when no one is watching and maintaining consistency between our words and actions.
- **Resilience:** The ability to recover quickly from difficulties and adapt to challenging situations. It involves maintaining strength and positivity in the face of adversity and rebounding from setbacks.

### How to Apply:

Please complete your application form on MyNewTerm