

## Job Profile:

### MANAGEMENT ACCOUNTANT

|                     |                                                          |
|---------------------|----------------------------------------------------------|
| Salary scale:       | SO1/2 (grade depends on qualification /experience level) |
| Working hours:      | Variable (up to 37 per week)                             |
| Academy/department: | Central Trust, Finance Department                        |
| Nature of contract: | Permanent                                                |
| Responsible to:     | Business and Finance Manager                             |



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### Job purpose:

To be responsible for the monitoring and reporting on the financial performance of the academies within the designated finance hub, ensuring that the financial regulations are always adhered to.

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### Job specific responsibilities:

- To maintain customer services levels as set out in the Trust Finance service level agreement
- To work within the parameters of the financial procedures and systems of the Trust
- To ensure that month end procedures are completed within a timely manner
- To ensure that all balance sheet reconciliations are completed monthly
- To ensure that inter Trust reconciliations are completed and postings actioned
- To undertake the finance review of monthly payroll in line with the financial regulations
- To report on debtors and take action to ensure that payment of outstanding sums is swiftly received
- Preparation of the monthly management accounts with commentary and budget forecasts in line with the Trust financial reporting cycles
- To assist with cashflow monitoring and reporting
- To keep the budgeting software up to date including income, expenditure and staffing costs
- To assist in financial year end procedure as directed
- Support with the day-to-day operation of the finance function where appropriate
- Maintain a consistent chart of accounts and ensure it is applied consistently across the Trust
- Ensure Trust wide assumptions are included in budgeting software and applied consistently
- Support with the procurement function of the Trust
- Support with data analysis requests to support the academies
- Contribute to financial planning and analysis across all areas of school functioning including capital and ICT planning
- Identify financial risk and escalate to deal with the risk as appropriate
- To assist the Director of Finance to evaluate internal controls, identifying solutions and revised controls
- To support audit on request
- To work as part of the centralised finance team and to provide support at other academies as required

#### *Qualified/experienced job specific responsibilities (SO2)*

- Work with a reduced level of supervision and higher accountability to deliver the above
  - Provide expert financial guidance and challenge, contributing to strategic planning and organisational decision-making
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- Provide support and mentoring to more junior colleagues, supporting development and quality of work within the wider team

#### *Abbey MAT responsibilities*

- Contribute to the overall aims and values of the academy and Trust, appreciate and support the roles of other members of the wider team and attend and participate in relevant meetings as required
- Comply with all academy and Trust policies and procedures including child protection, safeguarding, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person
- To safeguard and promote the welfare of children for whom you have responsibility, or come into contact with, including adhering to all specified procedures
- To promote and adhere to principles underpinning equalities in terms of employment and service delivery to ensure that colleagues are treated, and services deliver, in a fair and consistent manner.

*The role holder must demonstrate a flexible approach to the delivery of the role. Consequently, the role holder may be required to perform work not specifically identified in this profile, but which is in line with the general scope, grade and responsibilities of the role.*

## **People Profile:**

| <b>Aptitudes, qualities and values:</b>                                                               | <b>Essential</b> | <b>Desirable</b> |
|-------------------------------------------------------------------------------------------------------|------------------|------------------|
| Ability to work flexibly and collaboratively as part of a team as well as on own                      | ✓                |                  |
| Effective communicator, influencer and negotiator                                                     | ✓                |                  |
| Confident, positive and approachable                                                                  | ✓                |                  |
| Logical, methodical with a meticulous eye for detail                                                  | ✓                |                  |
| A keen user of technology, IT systems and applications                                                | ✓                |                  |
| Ability to work on own initiative without detailed direction                                          | ✓                |                  |
| A commitment to our mission and values demonstrated by current practice                               | ✓                |                  |
| Support the Christian ethos of Abbey Multi Academy Trust                                              | ✓                |                  |
| <b>Qualifications, knowledge, skills and experience:</b>                                              | <b>Essential</b> | <b>Desirable</b> |
| Good level of education for example 5 GCSEs grade A-C (5-9) or equivalent including Maths and English | ✓                |                  |
| AAT qualified/part qualified or equivalent experience in a financial environment                      |                  | ✓                |
| Sound knowledge of accounting principles and budgetary processes                                      | ✓                |                  |
| Experience of providing excellent customer service                                                    | ✓                |                  |
| Experience of utilising a computerised financial system                                               | ✓                |                  |
| Experience of working within an educational setting                                                   |                  | ✓                |
| Knowledge of basic financial procedures, policies and accounting code structures                      |                  | ✓                |
| Excellent IT/systems skills including Microsoft Office (e.g., Excel, Word etc)                        | ✓                |                  |
| Experience of data production, analysis, reporting and presentation                                   | ✓                |                  |
| Driving licence/access to vehicle and willingness to travel to Abbey MAT locations                    | ✓                |                  |

| Safeguarding and promoting the welfare of students:                                                  | Essential | Desirable |
|------------------------------------------------------------------------------------------------------|-----------|-----------|
| Appropriate motivation to work with children and young people                                        | ✓         |           |
| Ability to maintain appropriate relationships and personal boundaries with children and young people | ✓         |           |
| Comply with the Trust's commitment to the protection and safeguarding of children                    | ✓         |           |

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## Our Trust mission:

**In partnership to Educate, Nurture and Empower**

## Our Trust vision:

Our academies will provide an environment which is welcoming, caring, calm, disciplined and purposeful and which will stretch our young people academically, support them pastorally and help them develop socially and spiritually.

Abbey MAT is committed to providing high quality education for all within an ethos which seeks to work in partnership to educate, nurture and empower through academic, vocational, mental, physical, cultural and spiritual opportunities so that each individual in our academies is able to achieve their full potential. Our vision and values underpin all the work of the Trust. Everyone is encouraged to explore their own spirituality and to recognise and understand that of others.

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