Job Description
Trust Management Accountant

Responsible to: Director of Finance
Salary Grade: Scale 11
Full time/Part time: Full time, Full Year

Job Purpose
To support the Director of Finance to provide high-quality strategic and operational financial service to the executive team and senior colleagues across the Trust. The postholder will ensure the Trust maintains robust internal controls, accurate accounting records, and consistent compliance with regulatory frameworks.

The Trust Management Accountant is responsible for processing and consolidating management accounts, managing central cashflow, bank reconciliations and VAT administration, oversight of the pension audits, and the accurate preparation of financial returns for the DfE and other government bodies.

Safeguarding Responsibilities

- Demonstrate a commitment to keeping children and young people safe
- Report any disclosure made to you to the appropriate person
- Report any safeguarding concerns in the workplace to the appropriate person
- Maintain an awareness of the Trust policies in relation to safeguarding

The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.

Key Responsibilities

1. Financial Reporting & Management Accounting

Central & Consolidated Accounts: Process the monthly central management accounts alongside the preparation and timely delivery of consolidated management accounts for executive stakeholders and the Trust Board.
Cashflow Management: Produce, monitor, and analyse regular cashflow forecasts across the Trust's portfolio to ensure optimised liquidity.
Reconciliations: Maintain and oversee robust bank reconciliation processes for central and Trust-wide accounts.
Statutory Returns: Oversight of all financial returns and statutory accounts, ensuring they are accurate and submitted on time to the relevant accountable body. Including Budget Forecast Return (BFR) and the AAR (Academy Accounts Return).

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Registered office address: Clacton County High School,
51 Walton Road, Clacton On Sea, Essex, CO15 6DZ | Company number: 07926573

2. Strategic Strategy & Compliance

Regulatory Compliance: Support with the development and implementation of financial policies ensuring the values of regularity, propriety, and charity law are in line with the Academy Trust Handbook and Charity Commission.
Audit & Pension Assurance: Support Executive Officers to ensure readiness and planning processes are in place for successful Trust-wide internal and external audits, support with the implementation of any recommendations or management letter points ensuring these are addressed promptly and effectively. Oversee the preparation and coordination of the annual Teachers' Pension Scheme (TPS) audit.
Taxation & VAT: Manage complex tax compliance, specifically taking ownership of the Trust's VAT partial exemption calculations and returns.

3. Capital, Assets & Treasury Management

Fixed Asset Register: Maintain and update the centralised Fixed Asset Register in strict alignment with the Trust's fixed asset policy.
Capital Funding: Closely monitor income and expenditure relating to the Trust's Schools' Capital Funding and earmarked funding streams.
Treasury & Investment: Identify surplus funds and manage investments to maximise income in line with the Trust's Investment Policy and Reserves Policy.
Procurement Compliance: Support effective purchasing, negotiation, and procurement practices ensuring strict compliance with public procurement thresholds and internal financial regulations.

General

- Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure all duties and services provided are in accordance with the trust's Equal Opportunities Policy
- The Trustees are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager

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

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

This job description may be amended at any time following discussion with the COFO and/or CEO, and will be reviewed annually.