



Bishop Chadwick
Catholic Education Trust

Job Description – Management Accountant

Responsible to: Finance Manager/Chief Financial Officer
Grade: SCP25 - SCP28 (£36,363 - £39,152) (pay award pending)

OVERALL RESPONSIBILITY

Deliver a high-quality management accounting service, supporting effective financial management, governance and decision making across the Trust.

GENERAL RESPONSIBILITIES

1. Prepare and deliver monthly management accounts (Trust consolidated accounts and academy level), in line with agreed timetables (includes cashbook reconciliations).
2. Produce clear variance analysis and narrative commentary, explaining performance against budget and forecast.
3. In conjunction with academy Finance Leads, maintain accurate and up-to-date financial forecasts, supporting effective in-year management and longer-term planning.
4. In conjunction with Trust Estates Team, maintain accurate capital financial forecasts.
5. Prepare monthly VAT returns for submission to HMRC.
6. Provide detailed financial analysis to identify trends, risks, pressures and opportunities.
7. Ensure financial information is prepared in line with Trust policies, statutory requirements and Department for Education guidance.
8. Actively support a robust financial control environment, supporting consistent and effective financial practices across schools.
9. Identify and escalate financial risks, control issues or emerging concerns, supporting timely mitigation.
10. Contribute to maintaining strong financial health and compliance across the Trust.
11. Contribute to the continuous improvement of financial systems, processes and reporting, supporting central finance priorities.
12. Assist with internal and external audit, including preparation of schedules, provision of evidence and delivery of agreed actions.
13. Contribute to effective treasury management including preparation of cash flow forecasting.
14. To undertake, with complete discretion and in confidence, tasks as directed which may be of a sensitive and confidential nature.
15. To comply with Health & Safety policies, organisations statements and procedures, report any incidents/accidents/hazards and take a pro-active approach to health and safety matters to protect both yourself and others.

JOB SUMMARY

This role is a core part of the Trust's central service model, providing consistent, high-quality financial support to the Trust's executive team and to our schools.

You will take ownership of the monthly management accounts process, ensuring accurate and compliant reporting, timely budget monitoring and clear financial insight to support effective decision-making.

As part of the central finance team, you will ensure that financial information is prepared in line with Trust policies, funding requirements and regulatory expectations, supporting strong financial governance and control. You will also contribute to the continuous improvement of financial systems, processes and reporting, promoting consistency and best practice across the Trust.

Any other duties as reasonably requested by the Chief Executive Office/Chief Financial Officer and Finance Manager.

This job description is current at the date shown, but, in consultation with you, may be changed to reflect or anticipate changes in the job commensurate with the grade and job title.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health & safety.

All employees have a responsibility to promote sustainable working practices.

The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. All post holders are required to obtain an Enhanced Criminal Record Certificate.

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