

Management Accountant

Job Description

POSITION	Management Accountant
SALARY	Brent PO3, NJC Scale 34-37 (£45,091 - £48,226) + London Weighting (£2,301)
START DATE	As soon as possible
HOURS	Full time, 36 hours per week, All year round
FULL TIME EQUIVALENT	N/A
CONTRACT TYPE	Permanent
RESPONSIBLE TO	Financial Controller
LOCATION	5 days a week, onsite at Trust Premises
CLOSING DATE	12 July 2026 or sooner if filled

Background

Wembley Multi-Academy Trust, established in 2016, has become one of the most successful trusts in the country, consistently achieving outstanding academic results.

The Trust comprises:

- Wembley High Technology College (WHTC)
- East Lane Primary School
- North Brent School (currently located at WHTC while its new building is completed)
- Teaching School Hub

All the schools in our Trust are, first and foremost, outstanding learning communities where academic excellence is balanced with a broad and enriching educational experience. We believe in providing a structured and disciplined environment that enables all pupils to achieve their full potential. High-quality teaching, combined with a strong work ethic, allows students to thrive.

Our curriculum is broad, balanced, and innovative, with a strong emphasis on English, Mathematics, and the Sciences. It is designed to challenge and support pupils in achieving the highest standards. Across the Trust, students benefit from exceptional teaching, strong pastoral care, and a shared commitment to continuous improvement.

We are dedicated to ensuring that every child succeeds, regardless of background, and we strive to remove barriers to achievement. Our schools are highly sought after, with demand for places far exceeding availability.

Collaboration is central to our success. Schools within the Trust work closely together, sharing best practices and maintaining a unified vision: **“Achievement for All – One Child at a Time.”** Students feel a strong sense of belonging and are encouraged to develop ambition, resilience, and confidence.

At Wembley Multi-Academy Trust, we are committed to inspiring, challenging, and preparing our students for life beyond school, equipping them with the skills, qualifications, and character needed to succeed.

All the schools in our Trust are, first and foremost, outstanding learning communities where academic excellence sits alongside the breadth of education. We provide a structured and disciplined working environment in which all pupils can achieve their full potential. There is a very high standard of teaching across all schools which, coupled with a strong work ethic, that allows our pupils to flourish. The schools within the Trust work closely together to support each other as well as share good practice, work collaboratively together and have a shared vision of Achievement for All – One Child at a Time as our priority!

Our broad, balanced and innovative curriculum is designed to challenge pupils to reach their potential, with a particular focus on English, Mathematics and the Sciences. Students feel a sense of belonging and know that hard work and a strong ambitious ethic supports them to flourish. Our primary school has a unique specialist teacher model that delivers some of the highest academic outcomes nationally and provides an admirable extracurricular offer to all our young learners.

At Wembley Multi-Academy Trust, we work tirelessly to inspire, challenge, and prepare our students for life beyond the school gates. We support them academically and pastorally, and we are proud of our achievements as a community.

Job Purpose

To support the Financial Controller in delivering effective financial management, reporting and control across the Trust. The postholder will lead on management accounting, budgeting, forecasting, balance sheet control and financial reporting activities, while overseeing transactional finance processes and supporting continuous improvement across the finance function.

Key Responsibilities & Accountabilities

The post holder's key responsibilities include, but are not limited to:

Financial Management & Reporting

- Support month-end and year-end processes, ensuring integrity of the ledgers and timely close-down.
- Prepare monthly management accounts, variance analysis and supporting commentary.
- Post routine journals including accruals, prepayments, payroll and recharges.
- Monitor budgets and investigate material variances, providing analysis and insight to support decision-making.

Financial Control, Treasury & Compliance

- Prepare and review reconciliations including bank, debtors, creditors and control accounts, resolving discrepancies promptly.
- Support cash flow forecasting, bank monitoring and inter-account transfers.

- Support VAT returns and compliance with Trust Financial Regulations, the Academies Financial Handbook and audit requirements.
- Assist with implementing recommendations arising from internal and external audits.

Finance Operations

- Support the day-to-day operation of the finance function, ensuring transactional processes operate effectively and in accordance with Trust procedures.
- Work closely with Purchase Ledger and Sales Ledger staff to support timely and accurate processing.
- Adopt a hands-on approach during peak periods including month-end, audit and budget setting.
- Promote consistency, accuracy and adherence to Trust procedures across finance processes.

Purchase Ledger, Sales Ledger

- Oversee purchase ledger activities, ensuring invoices, payments and purchase orders are processed accurately and authorised appropriately.
- Ensure supplier reconciliations are completed and outstanding issues resolved promptly.
- Oversee sales ledger processes, ensuring income is recorded accurately and outstanding debts are actively monitored.
- Assist with preparation of annual budgets and periodic reforecasts for non-salary other expenditure.

Fixed Assets, Audit & Systems

- Assist with maintaining the fixed asset register, ensuring additions, disposals and depreciation are accurately recorded.
- Take responsibility for designated balance sheet reconciliations.
- Support external audit processes, including preparation of schedules and responses to audit queries.
- Contribute to finance projects, process improvements and development of finance systems and procedures.

Safeguarding & General Duties

- Promote and safeguard the welfare of children and young people in line with Trust policies.
- Uphold the Trust's values of integrity, respect, diversity, teamwork and excellence.
Undertake any other duties commensurate with the role and grade.

Other duties

- You may be required to perform other duties as directed by your line manager or any member of the Trust's Leadership team.

Person Specification

Qualifications & Experience

- Studying towards a professional qualification (ACCA, CIMA, ACA, CIPFA or equivalent experience).
- Significant finance experience, ideally within education, academy trusts, public sector or not-for-profit organisations.
- Experience preparing management accounts, reconciliations, budgets and forecasts.
- Experience working closely with transactional finance processes including purchase ledger, sales ledger and reconciliations.
- Experience maintaining effective financial controls and supporting audit processes.
- Knowledge of procurement, VAT, and cash flow management.

Skills & Attributes

- Strong technical accounting knowledge including reconciliations, accruals/prepayments and month-end processes.
- Strong Excel and finance systems skills.
- Excellent analytical, organisational and communication skills.
- Ability to explain financial information clearly to non-finance stakeholders.
- Strong stakeholder management and relationship-building skills.
- High levels of accuracy, professionalism, integrity and confidentiality.
- Ability to manage multiple priorities and work effectively to deadlines.
- Positive, proactive and solution-focused approach.

This job description is not a comprehensive definition of the post. It will be reviewed from time to time and may be subject to modification at any time after consultation with the post-holder.