

St Barnabas Multi Academy Trust

Job Description

Title	Management Accountant
Salary grade	J
Hours	Annualised hours of 728 p.a. Will be scheduled around financial month end requirements typically working 28 hours per week in Weeks 1 & 2 and 3 hours per week in weeks 3 & 4 each month with a contingency for Year end and audit timeframes.
Responsible to	CFOO/CEO
Line Manager	CFOO
Important functional relationships	Internal: CEO, CFOO, Finance Manager, Academy Finance/Admin Team, Hub Leaders, Heads of School, Directors External: External Auditors, Internal Auditors
Main Purpose of role	The Management Accountant will be responsible for the timely and accurate preparation of monthly management accounts for the academies within the Trust. The role provides crucial financial support, analysis, and guidance to Trust and school leaders, ensuring effective financial management and compliance with the Academy Trust Handbook (ATH) and other statutory requirements.
Duties and responsibilities	Key Responsibilities 1. Financial Reporting and Analysis ● Prepare and produce monthly management accounts for individual academies and academy hubs. ● Prepare monthly consolidated management accounts, balance sheet and cashflow forecast for submission to board. ● Conduct detailed variance analysis, providing insightful commentary on differences between actuals, budgets, and forecasts.

- Ensure the accurate posting of all financial transactions, including accruals, prepayments, and deferred income.
- Maintain and reconcile key balance sheet accounts on a monthly basis.
- Meet as required with academy Hub Leaders and heads of school to review financial performance, discuss variances, and provide strategic financial advice and support.

2. Budgeting and Forecasting

- Support the annual budget-setting process for academies, working closely with the CFOO and Hub leaders to develop robust and realistic budgets.
- Assist in the production and monitoring of three-year financial forecasts, taking into account key drivers such as pupil numbers and staffing levels.
- Provide financial modelling and analysis to support strategic decision-making and business planning.

3. Financial Systems and Controls

- Operate and maintain the Trust's accounting and budgeting software systems, ensuring data integrity and consistency.
- Contribute to the implementation and adherence of financial procedures and internal controls across the Trust, in line with the ATH and the Trust's financial policies.
- Assist in the preparation for both internal and external audits, providing all necessary documentation and responding to auditor queries in a timely manner.

4. Compliance and Statutory Returns

- Assist the CFOO in ensuring the Trust complies with all statutory financial requirements, including those from the Department for Education (DfE), Companies House etc.
- Help prepare and submit statutory financial returns as required.
- Maintain fixed asset register

5. Other Duties

- Support ad-hoc financial projects and analysis as requested by the CFOO or trust leadership team.
- Stay up-to-date with relevant changes in legislation, regulations, and best practices within the academy sector.
- Maintain confidentiality and a high level of discretion at all times.

	- Assist with preparation of annual audit file internal and external including liaising with auditors and dealing with requests and queries and checking financial statements issued by the auditors. - Ensure that comprehensive procedure notes are maintained for the role.		
	Person Specification		
	Essential		Desirable
Relevant Experience	Proven experience in a management accounting role. Strong understanding of accounting principles, including accruals and month-end processes. Demonstrable experience in budget setting, forecasting, and variance analysis. Proficiency in financial management systems and advanced Excel and other spreadsheet skills.		Experience of working within the education sector, specifically with a multi-academy trust, is highly desirable.
Education and Training	Attainment of AAT qualification or relevant A level qualification (or equivalent) As an alternative 3 years relevant experience may be considered,		Relevant degree or professional accountancy qualification (ACA, ACCA or CIMA qualified/part qualified or AAT Level 4 qualified)
Knowledge and Skills	Excellent communication and interpersonal skills, with the ability to explain		Knowledge of Academy's accounting systems, manual and computerised.

	complex financial information to non-financial stakeholders. Highly organised and methodical, with strong attention to detail and accuracy. Ability to work independently, manage own workload, and meet strict deadlines. A proactive, solutions-focused approach with the ability to problem-solve effectively. A commitment to the Trust's values and mission. Ability to build effective working relationships with a wide variety of individuals.		Experience working with Xero, Planergy and IMP systems
Additional	Self motivated, works on own initiative. Strong organisational skills, ability to establish priorities and meet agreed deadlines. Ability to take on several tasks simultaneously, and provide support to team members and senior managers as appropriate.		

	Team worker. Professional and friendly approach. Meticulous. Embrace responsibility for identifying sound and effective solutions to a variety of different problems. Ability to draw logical and accurate conclusions from sometimes complex information. Comfortable with young people and children. Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.		
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