

Job Description and Person Specification

DATE	SIGNATURE

Role

Management Accountant
Beckfoot Trust
Salary/Grade: SO2
Reporting to: Lead Management Accountant

JOB DESCRIPTION

Key Duties and Responsibilities

- Provide a high level of finance support to the schools within the Trust.
- Work with high standards of accuracy and compliance in line with the Trust policies and procedures following standard operating procedures and identifying areas for improvement.
- Have named responsibility for specific schools management accounts and budgets, acting as the finance partner and working directly with the Cluster Business Manager and Headteacher on strategic financial planning.
- Ensures schools have access to timely and accurate management information, preparing monthly management accounts and commentary and budget forecasts in line with the Trust financial reporting cycle.
- Be the first point of contact for finance related matters for the headteacher and cluster business manager of named schools.
- Lead finance meetings with Headteachers and Cluster Business Managers, take responsibility for providing relevant financial analysis to inform strategic thinking.
- Working closely with Headteachers and Cluster Business Managers to ensure latest strategic thinking is incorporated into forecasts including supporting with curriculum led financial planning, collating complex information and preparing detailed budget forecasts.
- Perform regular financial benchmarking internally and externally, reporting on findings and drawing conclusions and implementing arising actions.
- Adhering to month end procedures and performing relevant reconciliations and checks.
- Keeping budget software up to date including income, expenditure and staffing costs, working closely with colleagues in HR and Finance to ensure data is accurate and up to date.
- Supporting with the day-to-day operation of the finance function where appropriate.
- Supporting the procurement function of the Trust.
- Contributing to financial planning and analysis across all areas of school functioning including capital and ICT planning.
- Identify financial risk and escalate or deal with the risk as appropriate.
- Work with high standards of accuracy and compliance in practice in line with the Trust policies and procedures. Ensures that the operations of the finance function are compliant, and that segregation of duties are observed.
- Work with the CFO, Lead Management Accountant, Procurement Manager and the Finance Manager to develop and implement standard operating procedures to ensure that the operation of finance is effective, efficient, consistent and reliable.
- Line-manage and lead on recruitment, induction, and appraisal of designated staff, providing effective communication, training, and mentoring to enable staff to carry out duties.
- Maintain accurate records using relevant systems in line with policy and records management procedures.
- Lead and attend meetings and undertake duties as required in line with Trust calendar, sharing expertise and supporting others
- Provide occasional cover for colleagues in support functions.
- Assist with the supervision and welfare of pupils, contributing to effective behaviour management in school.
- Contribute to the development of systems and procedures in the department, support the life of the school and work within the overall aims and objectives of the school.
- Carry out fire marshal or first aid duties if required, with appropriate training.
- Deliver on a particular area of specialism (as outlined below), in agreement by the line manager.

Specialism 1:

- Specialise in income, tracking grants and funding of all types across the Trust.
- Manage the Trust investment and deposit strategy, ensuring there is appropriate cashflow to meet the Trust bills as they fall due.
- Operate the income generation strategy including supporting fundraising bids, lettings and other income generation activities.
- Support the operational team and other management accountants in relation to all aspects of income.

Specialism 2:

- Specialise in expenditure costs including SCA and ICT budget tracking and reconciliation.
- Track capital spend, ensuring a consistent approach to expenditure assumptions across the Trust.
- Ensure a consistent approach to fixed asset recording across the Trust.
- Complete non-staffing recharges.
- Support the operational team and other management accountants in relation to SCA, ICT, Capital and non-staffing recharges.

Specialism 3:

- Specialise in staffing costs, uploading the monthly payroll journal and payroll reconciliation and ensuring that staffing is treated consistently in budgets across the Trust.
- Complete staffing recharges.
- Complete consolidated returns to external bodies including DFE Returns, TPS audit, HMRC returns etc.
- Play a lead role in the year end financial statements production and audit.
- Lead the internal and external scrutiny of the finance function.

JOB DESCRIPTION

- Maintain a consistent chart of accounts and ensures it is applied consistently across the Trust.
- Ensure trust wide assumptions are included in budgeting software and applied consistently.
- Support the operational team and other management accountants in relation to technical accounting matters, staffing recharges, payroll journals, internal and external scrutiny, and financial reporting.

Corporate Responsibilities

- Act as finance partner to schools to ensure high levels of accuracy and reliability in relation to management accounts and budget forecasting, working with colleagues and supporting students to achieve top 10% outcomes in a remarkable learning environment.
- Understand and fulfil expectations of a Leader as set out in the Trust School Contract, Scheme of Delegation, Local School Committee and the Meeting Arrangements Calendar (MAC).
- Adhere to the principles of alignment in the One Trust Contract.
- Ensure probity, propriety and adherence to the Nolan Principles both in your personal conduct and throughout the Trust.
- Contribute to a culture of relentless improvement, where feedback is a gift.
- Lead and uphold an individual and organisational commitment to safeguarding and promoting the well-being of children; being hyper-vigilant in all interactions with pupils and adults and reporting any concerns or suspicions, no matter how small, to the Designated Safeguarding Lead (Pupils) / Headteacher (Staff).
- Comply with all policies, procedures, working practices and regulations, in particular, Child Protection, Equality and Diversity, Health and Safety, Confidentiality, Data Protection, Financial Regulations in line with our Scheme of Delegation.
- Be accountable to and carry out any reasonable request from the Line Manager.

This is a school-based role that will involve contact with children.

Professional Development:

- Be committed to own professional development, demonstrating the desire to be better tomorrow than you are today.
- Establish and participate in training opportunities, meetings, and networks to maintain excellent service delivery and knowledge in role.
- Seek feedback and act on it to improve performance within and beyond formal coaching and appraisal opportunities.
- Actively engage in the school coaching offer and appraisal process.
- Share and support the Trust's ethos to provide and monitor opportunities for personal and academic growth and success.

We are committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. All successful staff will undertake an Enhanced Disclosure and Barring Service Check.

The Trust is committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Advanced Threshold Fluency Duty Required:

In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard. For this role the post holder is required to meet the Advanced Threshold Level. The post holder should demonstrate they can:

- Express themselves fluently and spontaneously at length effortlessly.
- Explain difficult concepts simply without hindering the natural smooth flow of language.
- Take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English in school.

Date: May 2024

This job description is illustrative of the responsibility of the post and not necessarily a comprehensive list of tasks.

Post-holders are expected to undertake work in line with the level and pay band of the post determined by the Line Manager. The Job Description will be reviewed with the post-holder in relation to need or on an annual basis through appraisal and whole-Trust review of strategy and effectiveness.

PERSON SPECIFICATION

Management Accountant

	Essential Requirements	Desirable Requirements	How Identified
Qualifications	<ul style="list-style-type: none"> • AAT L3+, Qualified or part qualified accountant • Relevant and ongoing professional development 		<ul style="list-style-type: none"> • Application • Interview
Experience	<ul style="list-style-type: none"> • Experience working in a team • Experience of budgeting, forecasting, variance analysis and financial reporting • Experience working in financial management • Strong working knowledge of core accounting concepts • Experience managing financial risks • Demonstrable expertise in the completion of financial reports • Ability to complete core transactional work alongside strategic level responsibilities • Experience of audit functions 		<ul style="list-style-type: none"> • Application • Interview • Assessment
Knowledge, Skills and Ability	<ul style="list-style-type: none"> • Demonstrates a collaborative, team working approach focused on improvement and supporting the vision and values of the Trust • Excellent organisational and prioritisation skills, with the ability to manage multiple competing activities • Demonstrates attention to detail and a commitment to carrying out activities with diligence and accuracy • Take responsibility for producing accurate results, working with diligence, focus and pace 		<ul style="list-style-type: none"> • Application • Interview
Character/ Values	<ul style="list-style-type: none"> • High commitment to safeguarding and promoting the welfare of children • A belief in education and commitment to high levels of service to make a difference for young people • Commitment to the Trust agenda for inclusion, diversity and equality • Driven by values and aligned to the seven principles of public life of selflessness, integrity, objectivity, accountability, openness, honesty, and leadership • Humility: a recognition that the more you know, the less you know! Not being afraid to say, 'I don't know' • Emotionally intelligent: know when to direct and when to challenge 	<ul style="list-style-type: none"> • Interest in the Trust's wider role in the community 	<ul style="list-style-type: none"> • Application • Interview

PERSON SPECIFICATION

	Essential Requirements	Desirable Requirements	How Identified
Personal Circumstances	<ul style="list-style-type: none">• Present a positive perspective; able to listen and show awareness of other's sensitivities; have personal pride and lead by example• Understand the importance of work/life balance• Resilient, flexible and hardworking <ul style="list-style-type: none">• Legally entitled to work in the UK• Able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010• Flexible to support out of hours activity on occasion		<ul style="list-style-type: none">• References• Interview