

Support Staff Job Description

Job Title:	Management Accountant – School Support
Salary range / job grade:	NJC point range 22 37 hours per week, all year round (Part time considered)
Responsible to:	Chief Financial Officer

Role and Context	
<p>Purpose:</p> <p>Duties and Responsibilities:</p>	<ul style="list-style-type: none"> To take operational responsibility for the Trust's financial support to nominated schools, working cooperatively to ensure high quality, accurate, complete and timely management information Support Head Teachers and school-based colleagues by attending local governing body meetings from time to time to report on financial and budget performance With the Head of Finance, assist on the process for building nominated schools annual and 3-year budgets in accordance with Trust and ESFA requirements Work at all times in accordance with the Trust's Finance Policies and Procedures and maintain a full understanding of these <p><u>Budgeting and Business Planning</u></p> <ul style="list-style-type: none"> Become expert in the use of the Trust's budgeting systems including reporting, scenario planning and reconciliation tools Prepare annual and 3/5 year, staffing and revenue budget plans for individual schools to meet ESFA and Trust submission and reporting deadlines Support the budget revision processes and ensure all budget changes and the reasons for them are recorded and documented Ensure all properly authorised expenditure is routinely checked for accuracy and to prevent budgets being overspent without authorisation Undertake budget variance analysis and reporting to Headteachers and LGBs and to the CFO Work proactively with Head Teachers and other senior leaders to develop and cost business plans and employee scenarios At all times, maintain an accurate and complete staffing scenario reflecting current and planned employments for the purpose of forecasting staffing costs. Work with the staffing assistant to ensure this is complete, accurate and fit for purpose at all times. Assist the CFO with the completion of consolidated/Trust wide ESFA returns and submissions, as they relate to nominated schools. Work with Head Teachers and the Trust's Staffing, HR & Payroll colleagues to ensure that staffing budget and employee cost projections are complete, accurate and up to date. Work with the CFO to confirm recruitment and other staffing and contract change requests from a financial and budgeting perspective and highlight any financial risks/exceptions or unplanned/unknown proposals <p><u>Management Accounting and Analysis</u></p> <ul style="list-style-type: none"> Making full use of the Trusts financial system SAGE and excel reporting tools, work to timetable for the production of monthly management accounts at whole school and departmental/cost centre level. Support Finance Team colleagues to ensure this timetable is supported by processing deadlines and month end procedures

- Produce monthly management accounts, including forecast outturns, for each school and the Trust, in a format agreed and work with the CFO to ensure these are fit for purpose and tailored to the needs and financial profile of each school
- Working with the CFO, proactively discuss the management accounts and their implications with Head Teachers , each month, identifying variances against budget and areas at risk of over/underspend; work proactively to address such issues
- Become familiar with curriculum led financial planning tools and systems and work with the CFO to use these to inform budget planning; identify areas of risk; work with colleagues in schools to illustrate the financial impact of staffing/timetabling/curriculum decisions
- Become familiar with the Dfe recommended benchmarking and other financial VFM tools; populate, interrogate and interpret these; actively investigating areas identified for attention by the CFO
- Support the accurate costing of Trips and Events in schools
- Contribute to the completion of other statutory returns, including the AAR the ESFA budget and outturn forecast returns
- Contribute to budget plans and reports submitted to the Trust Board and/or its committees as required
- Work with Finance colleagues to upload/enter approved revenue & capital budgets into the Trust's financial system; keep these up to date and accurate, including a record of agreed virements or other changes

Grants and Funding

- Develop an understanding of, and become familiar, with all the grant funding income streams received by the Trust; the timing of expected receipts and the underlying methodologies and conditions (e.g GAG, post 16, pupil premium, PE; SEN; LAC; recovery premium; UIFSM; rates; SCA etc);
- Keep up to date with current guidance and grant conditions and any changes/amendments and any new grant funding notified by the ESFA/DfE
- Monitor and highlight any potential under/overspend of grant and work with the Headteacher to minimise these occurrences; ensure management reports draw attention to such risks
- By reference to the notified grant or income methodologies undertake check/calculations to confirm that notified /actual receipts are correct, complete and within budget expectations.
- Support the budgeting process by calculating income forecasts and recording notified GAG/Post 16 income in the budget systems.
- Support the production of compliant spending plans and review actual and committed expenditure in relation to these
- Making full use of the Trusts financial system SAGE and excel reporting tools, generate monthly reports for significant grant income streams across the Trust such as PPR; SEN; LAC; CV recovery etc and advise of any potential over or underspend

Finance Policies and Procedures

- Become expert in the application of the Trust's Finance Policies and Procedures particularly as they relate to school activities; provide advice and guidance to colleagues in schools and ensure these processes are followed
- Where appropriate, authorise purchase orders and payments on behalf of schools, in accordance with authority thresholds and the Trust's procedures at all times

Audit

	<ul style="list-style-type: none"> • Support the work of the Internal and Financial Statements Auditors, including the implementation of recommendations from the Internal Audit reports and the Annual Management Letter as these relate to the Finance Team and/or school procedures and providing information/evidence as requested • Actively participate in the Financial Statements Audit visit (typically during October/November), providing information & evidence, answering questions etc to ensure this is successful • Contribute to the information requirements and schedules required for the Financial Statements audit to ensure these are prepared on a timely basis and are accurate and complete (to include all PB and AR schedules as necessary)
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General Duties:	<ul style="list-style-type: none"> • To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the school and the local authority. • To maintain Staff and Pupil confidentiality • To undertake training as appropriate • To participate in the performance management programme
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General Information and review:

- The job specification details the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes for the job. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post-holder.
- All work performed/duties undertaken must be carried out in accordance with relevant school policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.
- Post holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.