

## **Job description**

**Job Title:** Management Accountant

**Reports to:** Director of Finance and Resources (North West)

**Location:** Darwen, with some travel to Salford

### **Purpose of the Job**

To provide strategic financial guidance to the North Cluster and its schools in support of its business priorities and to support in the design, development and maintenance of financial and control systems, practices and ways of working.

To ensure the organisation is provided with accurate financial information that will enable effective decision-making.

### **Main duties and responsibilities**

#### **1. Financial reporting**

- Produce monthly consolidated finance reporting to the Director of Finance, Cluster Principals and Local Governing Committees.
- Design the finance reporting framework for academies so that information is consistently presented to a high standard to local governing committees, trustees and management;
- Ensure the timeliness, completeness and accuracy of all financial management reporting;
- Support the Director of Finance and Resources to develop and prepare Cluster annual and three year budgets for the Trust;
- Ensure accurate forecasting, reporting and monitoring of the Cluster and schools' cash flows;
- Support the Director of Finance & Resources in the annual preparation and completion of the Trust's annual accounts and other statutory returns in line with ESFA guidance;
- Provide analysis, ratio and trend information to the leadership team to support decision-making and business efficiency, linking to other sources of management information where appropriate;
- Support the Director of Finance and Resources in bidding and procurement reviews through the provision of financial information.

#### **2. Financial systems**

- Support the development of the Finance system to ensure its capability is maximised to achieve process and financial efficiency, and reporting capability;
- Train school finance staff in the best use of the system and promulgate best practice;

- Support the migration of accounting to the Trust's system for schools joining the Trust;
- Maintain system controls to ensure segregation of duties.

**3. Internal controls**

- Ensure compliance with all rules and regulations pertinent to the Trust, including those of the Education and Skills Funding Agency, HMRC, and Pensions Regulators;
- Support the Director of Finance & Resources in ensuring that financial controls are embedded and complied with across the Trust and its schools;

**4. Any other duties**

- Comply with the Trust's policies at all times
- To attend /lead budget holder meetings.
- To attend Local Governing Committee meetings at the discretion of the Finance & Resources Director.
- Undertake any other duties at the discretion of the Finance & Resources Director.

## Personal specification

Attributes E= Essential D= Desirable	E/D	App Form	Interview
<b>Knowledge</b>			
Excellent knowledge of computerised finance systems and financial controls	E	Y	Y
Knowledge of Charities SORP and Academy funding and financial reporting requirements	D	Y	Y
Knowledge of taxation and other regulations, including VAT, pensions and payroll requirements.	D	Y	Y
<b>Skills/Abilities</b>			
Excellent financial management skills	E	Y	Y
Excellent communication skills, both orally and in writing to a range of audiences	E	Y	Y
Strong organisational and planning skills and ability to work to tight deadlines	E	N	Y
Ability to interpret complex data and report and act upon it	E	Y	Y
Intermediate to advanced spreadsheet skills	E	Y	Y
Excellent ICT skills, including advanced Microsoft Excel	E	Y	Y
<b>Experience</b>			
Experience of working in the academies sector	D	Y	Y
Experience of managing large and complex budgets	E	Y	Y
Experience of developing and presenting consolidated management accounts	D	Y	Y
Experience of designing, developing and maintaining strong financial systems and controls	E	Y	Y
Experience of performing a finance role in an organisation with multi-site locations	D	Y	Y
Experience of using PS Financials system	D	Y	Y
<b>Qualifications</b>			
Qualified Accountant (CCAB, CIMA or overseas equivalent) or studying towards	D	Y	N
Evidence of ongoing professional development	E	Y	N