

## **JOB DESCRIPTION**

### **MANAGEMENT ACCOUNTS OFFICER**

Reporting to:	Director of Finance (CFO)
Location:	Aston Manor Academy (Central Finance Team)
Weeks of work	36.5hrs per contracted working week Whole Year, Flexible in line with the needs of the Trust
Grade/salary:	Grade 4, Spinal Column Points (SCPs) 23 to 31 (£32,076 to £39,186) – salary range as at 1.4.2023
Pay progression:	Incremental progression within the grade will be subject to professional criteria-based performance assessment

Equitas Academies Trust is a Multi Academy Trust (MAT) established in September 2012 and consists of 1 Secondary Academy, Aston Manor School and 1 Primary Academy, Chilwell Croft.

The role of the Managements Accounts Officer is to support the CFO, supervise the finance team on a daily basis and provide finance and business partnering support to the wider trust.

#### **Job Purpose**

- To support the overall financial sustainability of the Trust through the preparation of accurate management accounts and budgets for the benefit of the executive team, academies and trustees.
- To be an Integral part of the finance team responsible for ensuring accuracy, completeness and high standards of financial information at all times.
- To assist in timely production and issue of Trust management accounts, other statutory reports and ad-hoc analysis as required under the guidance of the CFO, to ensure the best educational and financial delivery is obtained within the schools' budgets and according to Academies Financial Timetable and DFE Academies Planning Calendar.
- To contribute to and follow best practice and to ensure that work is completed in compliance with relevant legislation, according to Academies Financial Procedures, Academies Trust Handbook (ATH) and cost effectiveness within all the Trust academies accounts.
- To assist in the preparation of monthly financial reports, analysis, and updates for the schools, Headteachers and the CFO, as required.
- To supervise and support the finance team, providing advice, guidance, and training to upskill where required.
- To be responsible for supporting all schools in the Trust.
- To undertake other tasks as directed by the CFO and Board.

## Key Responsibilities:

- To assist and support in the production and distribution of timely and accurate monthly Management Accounts, Income & Expenditure and Financial Information as specified by the CFO.
- To prepare and maintain Treasury Management records and documents
- To assist and support in the preparation and processing of Balance Sheet Reconciliations.
- To assist and support in the Cash Flow Statements
- To assist and support the CFO in all matters associated to the preparation of internal and external Financial Audits, Annual Accounts Return and Year End Processes.
- To assist and support the CFO in the preparation and maintenance of annual and 3 year plan budgets and reforecasts.
- To assist and support the CFO in completion of all the end of year certificates (including for example Teacher Pensions) for the academies, including collating the necessary information for the audit of the certificates.
- To assist and support the CFO in all matters associated to grants, bids and capital activities and to provide financial information relating to the reporting academy bids for additional funds or grants.
- To assist and support in the preparation of all VAT126 Claims and reporting.
- To lead and co-ordinate the submission of insurance claims and act as the main contact with the insurance providers, ensuring each policy is renewed in a timely manner to ensure there are no gaps in cover.
- To oversee administration of the 6<sup>th</sup> Form Bursary, in conjunction with the Head of Post 16, 6<sup>th</sup> form administrators and the Trust Finance Assistants.
- To co-ordinate, issue, supervise and prioritise queries and transactional activity received in the Trust Finance Mailboxes, within the Trust Finance Team.
- To input annual budgets to the Trust finance system.
- To calculate, prepare and post month end journals. Accruals, Prepayments, Deferred Income and inter-school transactions.
- To understand and provide monthly analysis reports on variances.
- To assist and support in the processing of income and expenditure transactions
- To assist and support in the production of treasury reports and cashflow statements and forecasts.
- To assist, process and complete Bank Reconciliations.
- To manage daily queries from Budget Holders.
- To create and maintain new suppliers, customers and financial system ledgers.
- To maintain records for Trading income and Debt Reports and for the chasing of Debt.
- To supervise and support the Finance Assistant(s) with the processing transactions, providing advice, guidance and training on an ongoing daily basis.
- To oversee timely completion of all month-end processes with the Finance Assistants, for approval by the CFO.
- To act as an approver in conjunction with Financial Scheme of Delegation and areas of responsibility
- To complete credit checks on suppliers prior to the award of contracts for capital works and multi-year service agreements.
- To reconcile suspense accounts.

- To prepare and complete weekly payment runs.
- To work to and uphold all deadlines as outlined in the Academy Finance Timetable and DFE Academies Planning Calendar

### **General responsibilities**

- Undertake training as required in development of existing and new systems to improve workflows, efficiency and personal effectiveness.
- To liaise regularly with all relevant parties including the prompt escalation of any issues as appropriate.
- To oversee the administration of EVOLVE at both schools and support compliance with the educational visits policy in conjunction with Headteachers.
- To adhere at all times to the Trust's policies and procedures.
- To maintain confidentiality of information acquired in the course of undertaking duties.
- To uphold ethical behavior and the standards required of the public sector (Nolan principals), including good accounting practices and internal control systems.
- To ensure GDPR and data protection principles are embedded in normal working practices.
- Post holders may be required to work flexibly in order to meet the business needs. All staff are required to partake in performance management and training activities.
- The above list is not exclusive or exhaustive, and the Trust may require the post holder to undertake duties commensurate with the level of the role. As part of your wider duties and responsibilities, you are required to promote and actively support the Academy's responsibilities towards robust safeguarding.
- To adhere to the ethos of the Trust.
- The Trust expect that employees deal with people politely and tactfully, communicating with colleagues both formally and informally, modelling the Academy's Code of Conduct and the equality policy objectives.

Equitas Academies Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will be subject to all pre-employment checks necessary to meet safer recruitment requirements, including a satisfactory enhanced DBS check, right to work check and references.

**PERSON SPECIFICATION**  
**MANAGEMENT ACCOUNTS OFFICER**

**Method of Assessment (MOA)**

<b>AF</b> <b>Application</b> <b>form</b>	-	<b>C</b> <b>Certification</b>	-	<b>I - Interview</b>	-	<b>T – Test</b> <b>or</b> <b>Exercise</b>	-	<b>P</b> <b>Presentation</b>
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<b>Criteria</b>	<b>Essential/Desirable (E/D)</b>	<b>MOA</b>
<b>Qualifications/Education</b> NB: Full regard must be given to overseas qualifications	Educated to A level standard or equivalent (E)	AF/C
	AAT or equivalent (E)	AF/C
	Certificate of School Business Management (CMBS) or equivalent	AF/C
	Degree (D)	AF/C
<b>Experience</b> Relevant work and other experience	Management accountant experience (E)	AF/I
	Management accountant experience in an education setting (D)	AF/I
	Up to date experience of accountancy and professional codes of practice (E)	AF/I
	Experience of working in a complex company, which operates across multiple sites/schools (E)	AF/I
	Experience of working within an academy/trust setting (D)	AF/I
<b>Skills &amp; Ability</b>	Microsoft office skills (Advanced Excel, PowerPoint and Word) (E)	AF/I
	Financial reporting skills (E)	AF/I
	Financial reporting skills in an academy/trust environment (D)	AF/I
	Excellent relationship building and stakeholder management skills across all levels in order to build the necessary credibility with the trustees and senior teams within the academies (E)	AF/I

	Demonstrable strong interpersonal skills and the ability to communicate effectively both verbally and in writing, along with excellent presentation skills (E)	AF/I
	Strong teambuilding capability and a participative and open approach to work and management (E)	AF/I
<b>Behaviours</b>	Collaborative approach and personable (E)	AF/I
	Adaptable, accountable and dependable with a focus on accuracy and timeliness (E)	AF/I
	Supportive of delivering a “no surprise culture” when it comes to financials (E)	AF/I
	Transparent, particularly with regard to risks, issues and opportunities (E)	AF/I
	Tenacious in resolving issues of all kinds; in proactively seeking out improvement opportunities and delivery of solutions (E)	AF/I
	Sound professional judgement (E)	AF/I
	Possess integrity, enthusiasm and commitment (E)	AF/I
	A willingness to personally embrace and celebrate the ethos and values of the organization (E)	AF/I
	To proactively take the time to develop yourself and others through training, coaching, mentoring etc. (E)	AF/I
	A willingness to embrace and celebrate the ethos and values of the Trust (E)	AF/I

All staff are expected to understand and be committed to equal opportunities in employment and service delivery in line with the equality act.

Reviewed by: \_\_\_\_\_

Date: \_\_\_\_\_