



# Northumberland Church of England Academy Trust

## JOB DESCRIPTION

**JOB TITLE:** Management Accountant  
**SCHOOL:**  
**SALARY:** Band 7/8  
**RESPONSIBLE TO:** Director of Finance and Central Services

Northumberland Church of England Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The Trust will provide an environment in which the personal attributes, strengths and academic excellence of staff will enable the creation of opportunities for all to develop their potential to the full; creating confident, independent, versatile and successful adults, equipped with the skills and values to meet the challenges of a changing society and to provide the best possible educational foundation for life.

It is essential that the post holder actively supports the vision and ethos of the Northumberland Church of England Academy.

### PURPOSE OF THE JOB:

Be responsible for undertaking financial and administrative processes within the Academy and overseeing/reviewing the work of junior team members.

### MAIN RESPONSIBILITIES:

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the trust
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Such other responsibilities allocated which are appropriate to the grade of the post

### DUTIES AND KEY RESULT AREAS:

- Produce Monthly Management Accounts (Income, Expenditure and Balance Sheet) for defined business areas, ensuring the data used is consistent and accurate
- Raise and post journals to the financial ledger including adjustments such as accruals and prepayments
- Ensure all month end queries are answered in detail with supporting reconciliations as required

- Compile and produce financial performance reports in line with The Academies Financial Handbook
- Prepare Balance Sheet reconciliations in a timely and accurate manner to support Management Accounts
- Maintaining and updating Fixed Asset Records including depreciation/disposals
- Support with preparing and maintaining rolling cashflow record and forecast
- Prepare and submit VAT Return (including partial exemption calculations) in line with latest legislation
- Support with providing financial analysis and evaluation , including building robust annual budgets and forecasts with budget holders
- Provide budget holders with reports, acting as a business partner for defined business areas to ensure accurate budget control is maintained to financial and non-financial decision makers
- Authorise bank payments within the financial limits of The Academy
- Support with the annual budget setting process and provide budget holders with reports and assistance as appropriate
- Check journals prepared by more junior team members
- Oversee the Bursary process from a financial perspective
- Assist with delivery of the Internal Assurance Plan at the direction of the Director of Finance and Central Services
- Assist with the Year End Accounts preparation and Audit
- Support the Finance Director in the personal development of yourself and others by identifying training needs and providing advice, guidance or training
- Follow financial and administrative procedures and ensure compliance with the Academies Financial Handbook, and identifying improvements where possible
- Deputise for the Finance Director when required

The person undertaking this role is expected to work within the policies, ethos and aims of the school and to carry out such other duties as may reasonably be assigned. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed. You may be required to carry out additional duties commensurate with the level of the role.



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Post Title: Management Accountant	Department:		Assessment Method
	<b>Essential</b>	<b>Desirable</b>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of an IT based finance system</li> <li>• Experience of HMRC web filing</li> </ul>	<ul style="list-style-type: none"> <li>• Financial experience gained within a school or educational setting</li> </ul>	
<b>Skills &amp; Competencies</b>	<ul style="list-style-type: none"> <li>• Computer literate with proven experience of Finance and Microsoft ICT systems (e.g. Excel)</li> <li>• Ability to work to internal and external deadlines</li> <li>• Good attention to detail</li> <li>• Ability to work as member of a team</li> <li>• Ability to self-evaluate learning needs and actively seek learning opportunities</li> <li>• Effective communication and interpersonal skills</li> </ul>	<ul style="list-style-type: none"> <li>• Problem solving skills</li> </ul>	
<b>Knowledge &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>• Professional Accountancy Qualification or School Business Management Qualification</li> <li>• Excellent numeracy and literacy skills</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of PS Financials</li> </ul>	
<b>Physical, mental and emotional demand</b>	<ul style="list-style-type: none"> <li>• Commitment to helping provide a high quality service to children and families</li> <li>• Robust and resilient</li> <li>• Flexible approach to both content and hours of work</li> <li>• Ability to remain positive under challenging circumstances</li> </ul>		
<b>Other</b>	<ul style="list-style-type: none"> <li>• Willingness to participate in learning and development</li> <li>• Commitment to the needs of the organisation and learners</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of having undertaken learning outside of the workplace</li> </ul>	

