



North East
Learning Trust

WE'RE LOOKING FOR A
MANAGEMENT
ACCOUNTANT
TO JOIN OUR TEAM

Management Accountant

Required as soon as possible

SCP-29-31 £32,029-£33,799

We are looking for a skilled, astute and highly motivated management accountant to work across our Trust schools. You will join a central dynamic team based at Head Office, providing strategic analysis and support to aid financial decision making in schools. You must have a proven track record in delivery of exceptional management accounts support and have experience of tendering to maximise value for money. The role will play a key role in delivering high quality financial services across the trust as well as supporting routine finance processes, reporting and statutory returns.

This is the ideal role for an individual looking for a broad hands-on role with excellent opportunities to learn and grow their skillset across the finance function and wider education business.

You must be able to communicate with a wide range of stakeholders and have the ability to balance both the strategic needs and operational needs of the role, whilst promoting the knowledge and understanding of school finance. The ongoing growth strategy and reform of school finance provide both challenge and opportunity, the success of which will contribute to the next generation of school learners. You need to be a team player, flexible and resilient, possess excellent communication skills and be able to prioritise a demanding workload.

Deadline:

12 noon on 12 July 2019.

How to apply:

Application forms should be completed and returned with a supporting letter of no more than two sides of A4 to **debra.livingston@shottonhallacademy.co.uk** or by post to Debra Livingston; The Academy at Shotton Hall, Passfield Way, Peterlee, SR8 1AU.

Job description

Post Title: Management Accountant	Department: Finance
Workplace: Across all NELT schools	Responsible to: Head of Finance
Hours of work: 37 hours per week, hours to be agreed with line manager	Salary Band: SCP-29-31 £32,029-£33,799
Annual Leave Entitlement: 26 Days (rising to 31 Days after 5 years continuous service). Plus Bank Holidays. Additional days may be purchased	

Resources:

Staff: Indirectly staff at all schools required to ensure financial compliance

Finance: Allocated budget as directed

Clients: Students, staff, governors, parents and school visitors, volunteers and contractors

Duties and responsibilities:

- Provide operational and strategic financial support for the Trust in conjunction with Leadership.
- Be an ambassador for the management accounts service, promoting best practice, value for money and strong financial health in all areas of responsibility.
- Provide monthly management accounting information to allocated school budget holders.
- Support the financial accounting needs of the Trust as directed by the head of finance e.g. preparation of VAT returns, control account reconciliations, cash flow reporting etc.
- Take a lead role in tender management, supporting the central Trust procurement process.
- Supporting financial planning in the preparation of Budget and Forecasts.
- Support the Finance Director in ensuring compliance with financial guidelines, statutory and Department for Education reporting requirements.
- Actively supporting an effective and robust financial control environment, delivering value for money for the Trust.
- To provide advice, guidance, support and challenge to senior leadership teams assisting them in financial management.

- Working collaboratively with support service teams to ensure good financial management of resources.

The above list of duties is extensive but not exhaustive and may not identify each individual task which may reasonably be requested of the post holder. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description is current at the time of post, but, in consultation with you, may be changed by the Head of school to reflect or anticipate changes in the job commensurate with the grade and job title.

Person specification

	Essential	Desirable
Qualification	- Educated to Level 4 or equivalent in a related vocational or professional field. - Recognised accountancy qualification e.g. CIMA, ACCA, CIPFA or equivalent	Membership of an appropriate professional body
Experience	- At least 5 years' experience in a related finance role - Experience in the use of financial systems and MS Office - The ability to work independently and to high level of accuracy - Experienced in a financial control environment and able to demonstrate understanding of technical accounting issues	- Experience of working in the public sector. - Procurement and tenders - Capital budget management - Preparation of statutory accounts
Skills and knowledge	- Ability to provide accurate information, advice and guidance. - Good verbal and written communication skills. - Able to plan and prioritise work activities. - Highly analytical with the ability to interpret and understand financial data. - Ability to use IT and supporting software - Ability to resolve and reconcile issues by identifying sources of errors, making retrospective corrections and ensuring preventative measures are in place.	
Personal qualities	- Able to work alone, as well as part of the team - Able to work under pressure, prioritise work and meet deadlines - Flexible approach to work - Current valid driving licence and access to a car - May be required to work outside of normal school/ business hours. - Ability to resolve and reconcile issues by identifying sources of errors, making retrospective corrections and ensuring preventative measures are in place. - Highly analytical with the ability to interpret and understand financial data. - Strong interpersonal skills, particularly in developing relationships with team and internal customers. - Prepared to take ownership of tasks and outputs.	

References:

Any relevant issues arising from references will be taken up at interview.

DBS and pre-occupational health:

The North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

An enhanced DBS check and pre-occupational health check are an essential part of the selection and recruitment process.

Equal opportunities:

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applications with disabilities will be granted an interview if the essential job criteria are met.