

THE ROSELAND MULTI ACADEMY TRUST
JOB DESCRIPTION

Job Title:	Trust Management Accountant
Grade:	J (Points 1 – 6) Salary Range: £31,248 - £39,250pa Actual Salary: £27,329 - £34,327pa
Employment:	37 hours per week (Monday to Friday), term time (38 weeks), plus an additional 10 days / occasional overtime, weekend or evening working as required Salary paid for 45.6 weeks per year School holidays will be classed as leave. Payment for leave has been included in the calculation of the annual salary, therefore, no leave should be taken during school term time unless specific prior approval has been obtained from the Chief Executive Officer.
Responsible to:	Chief Executive Officer and Chief Financial Officer
Direct/Indirect Supervisory Responsibility:	Finance & Business Support Assistant(s)
Important Functional Relationships:	Trustees, Chief Executive Officer, Executive Leadership Team, CFO, Central Services Team, staff within the Trust, Accountants, Auditors, ESFA, DfE, external agencies, advisors and visitors.

Main Purpose of Job:

To play a key role in supporting the financial and business affairs of The Roseland Multi Academy Trust and to ensure the Trust complies with financial regulations. You will have a keen eye for detail and excellent management accounting and interpersonal skills, preferably within the education sector in both secondary and primary phases. Excellent working knowledge of Education Finance software and school/academy finance is an advantage. Additionally, you must be proficient in the use of Excel and hold relevant financial and accountancy qualifications.

Under direction of the CFO, you will be responsible for maintaining the accounting system for the Multi Academy Trust and undertaking standard monthly routines. The role will involve reconciling the monthly payroll, preparing and analysing monthly management accounts and reporting on budget forecasts to key stakeholders. As a member of the Central Services Team you will also support academies and delegated budget holders in areas such as budget management, procurement and tendering, and capital project planning, as well as provide support in key non-financial areas when required.

This role will involve travelling to and working at schools across the Trust on a regular basis.

Duties and Responsibilities

- Process month-end journals and undertake reconciliations to ensure all financial systems and accounts structures, including chart of accounts, are up to date and support all accounting and reporting needs of the Trust.
- Reconcile and import the final monthly payroll into the accounts.
- Prepare and review monthly management accounts, forecasts and other financial and non-financial reports of the Trust.

- Attend regular meetings with Headteachers within the Trust to provide operational support and management accounts feedback.
- Support delegated budget holders in budget planning and management.
- Prepare year-end documentation, accruals and prepayments.
- Assist with the preparation of external returns and liaise with auditors and accountants in the annual audit and preparation of accounts.
- Assist with the preparation of annual budgets in accordance with the requirements of the Trust Board.
- Support the development of internal controls and systems that meet the requirements of the Trust.
- Provide support, guidance and training to schools in the Trust on the use and operation of the Trust's financial systems and procedures, under direction of the CFO.
- Manage and review financial and non-financial contracts on behalf of the Trust.
- Act as a member of the Central Services Team and provide support and cover when required.
- Carry out a wide range of other tasks and duties relating to the financial and wider business functions of the Trust.
- To be aware of and adhere to the Trust's rules, regulations, legislation, policies and procedures and national legislation (eg safeguarding, health and safety, data protection).
- To keep up to date with current educational and financial developments and legislation.
- To maintain confidentiality of information acquired in the course of undertaking duties for the Trust.
- To be responsible for your own continuing self-development, undertaking training as appropriate.
- To undertake other duties appropriate to the grade of the post as required.

The Roseland Multi Academy Trust is committed to safeguarding and promoting the welfare of children, and expects all staff to share this commitment. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child.

Person Specification
Trust Management Accountant & Business Support Assistant

ATTRIBUTES	ESSENTIAL	DESIRABLE
Relevant Experience	<p>Excellent management accounting skills and technical systems experience.</p> <p>Thorough knowledge and experience of computerised accounting systems, including the setting up of databases and maintaining structures and reports.</p> <p>Good knowledge and understanding of the funding arrangements and VAT regulations for academies.</p>	<p>Excellent management accounting skills and technical systems experience within the education sector.</p> <p>Experience of school-based accounting systems.</p>
Education & Training	Relevant financial and accountancy qualifications and experience – AAT Level 4	
Special Knowledge & Skills	<p>Competent in the use of ICT systems, including proficient use of Excel.</p> <p>Driving licence, business use insurance, and access to a vehicle to allow cross-site working.</p>	Ability to learn other financial and business functions of the Trust.
Personal Qualities	<p>A flexible 'can-do' approach.</p> <p>Tactful and professional.</p> <p>Excellent communication and presentation skills.</p> <p>Proactive, innovative and constantly looking for improved ways of working.</p> <p>Ability to relate well to people at all levels.</p>	