



Job Profile

Management Accountant

Date 6th April 2022

Job context:

Saint Cecilia's Church of England School is a co-educational Church of England comprehensive school for pupils aged 11-18 years in the Diocese of Southwark and the London Borough of Wandsworth, specialising in the teaching of music and mathematics. There are 150 pupils in Year, with potential to increase to 180 as the school expands. There are now over 1,000 pupils on roll, including approximately 200 in the Sixth Form. This job profile reflects the vision, aims and policies established by the School's Governing Body.

The Management Accountant will be directly responsible to the School Business and Development Manager. They will work alongside the Finance Manager and Finance Assistant who are responsible for the majority of the day to day operational transactions. The Management Accountant will provide advice and guidance and work with the Finance Manager and Business Manager to optimise the Academy Trust's systems and processes to ensure statutory compliance and operational effectiveness.

Job purpose:

- To oversee and complete the month and year end financial processes, optimising the Academy Trust's systems and processes to ensure statutory compliance and operational effectiveness.
- To prepare the financial management accounts monthly; and the draft annual accounts and ESFA returns annually.
- To provide advice, support and guidance to the Business & Development Manager and Finance Manager who undertake the majority of the day to day operational transactions.

Accountable to:

- School Business and Development Manager

Accountable for:

- No direct reports, but the management accountant will work together with the Finance Manager

Key Accountabilities:

- To complete the month and year end financial processes to ensure accurate accounting in line with Department for Education (DfE) and Education and Skills Funding Agency (ESFA) guidance.
- Ensuring that company records and administration are carried out in accordance with legal and ESFA requirements, and advising the trust board as necessary.
- To prepare the management accounts on a monthly basis.

- To prepare the draft annual accounts ahead of the annual audit, as well as supporting the School Business & Development Manager & Finance Manager with the production of any audit requests for information.
- To prepare and submit the annual Budget Forecast Return and Academy Accounts Return to the DfE/ESFA.
- Advising on compliance with legislation and guidance, for example, HMRC, DfE.
- Supporting and encouraging the school's ethos and its objectives, policies and procedures.

Key Tasks:

- To monitor income and expenditure in relation to the school's budget, and produce monthly reports for the business manager, headteacher and the relevant governors' sub-committee/s.
- To provide budget holders with monthly updates of their cost centres and advise them on matters relating to their budgets.
- To keep all school accounts and prepare income and expenditure reports in accordance with the DfE financial regulations, and prepare draft accounts for submission to the school's auditors.
- Support the annual audit, liaising with all parties involved.
- Ensure that the trust's budgeting software is updated regularly as this provides the financial forecasts. All changes need to be accurately logged in a shared audit file.
- Advise the Headteacher and/or the Trust Board if fraudulent activities are suspected or uncovered.
- To be conversant with the general principle of taxation applicable to the trust and the financial implications of charitable status.
- To oversee all arrangements relating to high needs funding, including liaising with relevant staff, providers and funding agencies, and monitor associated income and expenditure.
- To co-ordinate the annual audit, liaising with all parties involved, and ensure that the year-end financial statements conform to the required standard and are submitted to Companies House and the ESFA in good time.
- Ensure that the trust's financial procedures manual is reviewed and updated as necessary and that it reflects the requirements of the academy trust handbook as provided by the ESFA.
- To oversee the arrangements for submitting the academies' draft annual budget information to the ESFA by the specified deadline.
- To ensure that all changes impacting on staffing costs, such as changes made to the terms and conditions for an existing member of staff, or new starters, have been authorised in accordance with the trust's scheme of delegation. S/he shall ensure all such changes are reflected in the school's budgeting software.

- Prepare information required to enable the local government pension scheme to calculate balance sheet assets and liabilities (FRS17).
- Oversee the preparation of the teachers' pension end of year certificate.
- To be responsible for cashflow projections, ensuring that the budget forecasting software is updated to reflect changes to staff contracts and key financial forecasts.
- S/he shall supervise the school's computerised finance accounting package ensuring that required back-ups are carried out and kept securely.
- To co-ordinate and maintain a list of approved contractors and suppliers to ensure best value.
- To be responsible for the school's asset register ensuring that in year additions/disposals are accurately recorded and that depreciation is applied appropriately.
- To participate in school emergencies as required, including co-ordinating arrangements, locating students and staff, providing contact details and completing necessary documentation.
- To keep up-to-date with developments and changes in associated legislation and guidance, and communicate information to colleagues as appropriate.
- To seek, consider, and act upon professional support and advice as required.

Person Specification

Essential	Desirable	Evidence
Qualifications and experience		
<ul style="list-style-type: none"> • Recognised accounting qualification. • Evidence of finance, business and administrative management experience to support the day-to-day operation of an establishment/company within financial constraints. • Experience of managing expenditure and generating income/sponsorship opportunities. • Experience of managing change and implementing new systems/procedures/controls. 	<ul style="list-style-type: none"> • Evidence of finance, business or administrative management experience within an Academy Trust, school or similar environment. • To have experience and understanding of the working of a trust board, and company and charity law, regulations and reporting requirements 	<p>Application form Letter of application References Interviews Certificate(s) (to be available at interview)</p>
Knowledge and skills		
<ul style="list-style-type: none"> • Ability to build and form good relationships with students, colleagues and other professionals. • Ability to work constructively as part of a team, understanding school roles and responsibilities including own. • Excellent verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and other professionals. • Ability to proficiently use office computer and finance software including word-processing, spreadsheet, information and internet systems. 	<ul style="list-style-type: none"> • Knowledge and understanding of schools academies handbook and the regulations associated with Academy Trusts. • Knowledge and understanding of ESFA financial requirements. • Knowledge of company and charity legislation, regulations and reporting requirements. 	<p>Application form Letter of application References Interviews</p>

Essential	Desirable	Evidence
<ul style="list-style-type: none"> • Ability and knowledge to produce budgetary estimates, reports, cash flow and financial and statistical summaries, ideally combined with operational experience. • Knowledge of principles and methods of financial control and reporting, and their adaptation to various purposes, including the preparation of financial accounts. • Good working knowledge and understanding of methods of ordering, contracts, purchasing and value for money. • Working knowledge of law with regard to health and safety legislation, contracts, Freedom of Information Act, copyright, data protection and GDPR. 		
Personal qualities		
<ul style="list-style-type: none"> • Excellent interpersonal skills with ability to maintain strict confidentiality. • A diplomatic and patient approach. • Initiative and ability to prioritise one's own work and that of others to meet deadlines. • Able to follow direction and work in collaboration with the Senior Leadership Team. • Able to work flexibly, adopt a 'hands on' approach, and respond to unplanned situations. 		Application form Letter of application References Interviews

Essential	Desirable	Evidence
<ul style="list-style-type: none"> • Ability to evaluate own development needs and those of others and to address them. • A willingness to seek specialist advice and awareness of where to seek it. • Able to attend occasional evening meetings if required. • Efficient and meticulous in organisation. • Commitment to the highest standards of child protection. • Recognition of the importance of personal responsibility for health and safety. • Commitment to the school's ethos, aims and its whole community. 		

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