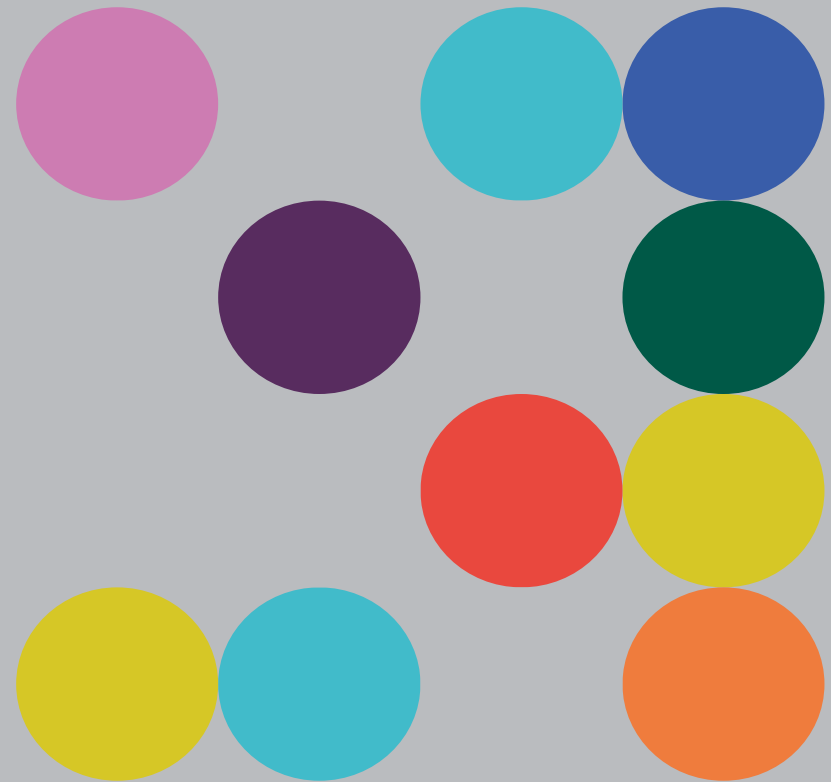


# MANAGEMENT ACCOUNTANT RECRUITMENT PACK

*30 July 2024*



# Job description



## Post title

Management Accountant



## Salary

Grade PO11 scp 37-40  
£23.56 - £25.13/hr



## Hours of work

37 hours per week. Full working year



## Post status

Permanent

## We offer

- A core belief in staff wellbeing and work life balance for all, evidenced in policy and practice.
- Free on-site parking.
- Trust wellbeing package. Benefits including funded counselling, physiotherapy and GP and other medical support.
- A supportive environment with an experienced team where you will be invested in and valued.
- A varied and exciting role – building relationships with a range of colleagues across the Multi-Academy Trust.
- 25 days annual leave plus bank holidays and a Christmas concessionary day.
- Access to Local Government Pension Defined Benefit Scheme to which we contribute 17.2% of your salary.
- Corporate membership deduction at local leisure centre.

## Purpose

The Management Accountant will be responsible in ensuring that the Trust's finances are managed efficiently and effectively and that budgets are set and monitored appropriately. They will be responsible for the preparation of monthly management accounts whilst working closely with our Headteachers in providing regular strategic financial support and guidance.

The successful candidate will be expected to lead the Trust's central finance team, overseeing the day-to-day operational running. This will include line management responsibilities. They will represent the finance team at central shared services meetings and support the Executive Director of Finance and Business (EDFB) with the preparation of information for relevant Trustee and external meetings when required.

Any questions in regard to the role can be raised with Charlotte Allsopp, (Executive Director of Finance and Business), ahead of the closing date.

[Charlotte.Allsopp@mmat.co.uk](mailto:Charlotte.Allsopp@mmat.co.uk)

## Responsible to:

Executive Director of Finance and Business. (EDFB)

## Outline of role:

Assisting the EDFB, the Management Accountant will be responsible in ensuring that the Trust's finances are managed efficiently and effectively and that budgets are set and monitored appropriately. They will be responsible for the preparation of monthly management accounts whilst working closely with our Headteachers in providing regular strategic financial support and guidance.

## Main duties:

- Responsible for the preparation of monthly management accounts and reporting to Headteachers for an allocated number of schools.
- Oversee and support the monthly finance closedown, including the posting of accruals, deferred income, prepayments, accrued income and reconciling the control accounts and fixed asset register.
- Ensure the accurate posting of monthly payroll to the Trust's finance system.
- Preparation and monitoring of the performance of school budgets, ensuring that expenditure limits are adhered to, and budgets are managed appropriately. Providing commentary on differences between actual versus budgeted and forecast and implementing any required action plans.
- Production of 3-year financial forecasts for schools, considering key performance drivers such as pupil numbers and staffing headcount for a selection of schools.
- Provide financial advice to budget holders and Headteachers. Reporting any variances or potential issues to the EDFB on a timely basis.

- Lead half termly finance meetings with Headteachers to discuss the latest sector updates, accounts, forecasts and plan for future budget setting.
- Monitor and report on key financial metrics (KPIs) using established systems and processes, identifying material variances and reporting to the EDFB.
- Regularly review the Trust's sales and purchase ledgers, ensuring the timelines of payments and that the necessary actions are being taken to resolve.

## Other responsibilities:

- Support the EDFB to develop and maintain efficient financial processes.
- Ensure the Trust's financial procedures and processes are kept up to date and adhered to by all stakeholders.
- Support the development and integration of financial systems with other operational systems across the Trust to drive efficiencies and streamlining of across Trust processes.
- Assist the EDFB with the year-end accounts' preparation, audit and internal audits throughout the year.
- Preparation of statutory returns as advised by the EDFB.
- Support with the onboarding and training of new schools joining the Trust with financial processes.
- Support other members of the finance team as and when required, building relationships with school leaders and other stakeholders.

## STRATEGIC RESPONSIBILITIES:

- Support the Trust and central shared services to meet its aims and objectives in supporting schools.
- Ensure the strategic and effective use of resources, making recommendations where improvements could be made to achieve greater value for money across the Trust.
- Actively contribute and lead on the delivery of the finance team's Department Development Plan which contributes to the Trust's Development Plan.
- Ensure strong financial governance and compliance with the ESFA's Academy Trust Handbook.
- Provide financial training and support across the finance team and to school staff when required.

## DEVELOPING SELF AND LEADING OTHERS:

- To take responsibility for own professional development including maintaining an up-to-date knowledge of developments and related legislation including engaging fully in performance management of self and other staff (if applicable).
- Contributing to effective staff induction and professional development.
- Managing own workload, providing support where necessary and delegating where appropriate.
- To ensure that professional duties are fulfilled, as identified in regular line management meetings and appraisal meetings.

## OBJECTIVES AND OUTCOMES:

- To be agreed with the successful post-holder once appointed.

## SAFEGUARDING

Everyone within our Academy Trust shares the objective to help keep children and young people safe by contributing to:

- Providing a safe environment for children and young people to learn in an education setting and identifying those who are suffering or likely to suffer significant harm, taking appropriate action with the aim of ensuring they are kept safe both at home and within the education setting

## OTHER INFORMATION

The duties may be varied to meet the changing demands of the Trust at the reasonable discretion of the CEO. The post holder may have opportunities to work or support other schools within The Marches Academy Trust. This job description is not exhaustive and does not form part of the contract of employment. It describes the key duties that the post holder is expected to perform.

The Marches Academy Trust is committed to safeguarding and promoting the welfare of the children in our care and as such this post is exempt from the Rehabilitation of Offenders Act 1974. All applicants who are appointed to this post will be subject to an Enhanced Disclosure from the Criminal Records Bureau before the appointment is confirmed. This check will include details of cautions, reprimands or warnings, as well as convictions and non-conviction information. Once provisionally appointed, the successful applicant may also be required to apply for an Enhanced Disclosure at predetermined intervals during the course of their employment whilst in this post.

## Developing self and leading others:

- Take responsibility for own professional development including maintaining an up-to-date knowledge of developments and related legislation including engaging fully in performance management of self and other staff (if applicable)
- Contribute to effective staff induction and professional development
- Manage own workload, providing support where necessary and delegating where appropriate to ensure that professional duties are fulfilled, as identified
- To ensure that professional duties are fulfilled, as identified in regular line management meetings and appraisal meetings.

## In addition to the above all Marches Academy Trust staff are required to:






- Adhere to policies and procedures, including Equality and Diversity and Health and Safety.
- Respect confidentiality: all confidential information should be kept in confidence and not released to unauthorised persons.
- Undertake appropriate training and development as required.
- Participate in the Performance Review Cycle.
- Demonstrate excellent Customer Care in dealing with all customers.
- Ensure positive effective working relationships with the school teams, stakeholders and partners.







## Objectives and outcomes:

- To be agreed with the successful post-holder once appointed.
- The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.
- The post holder may have opportunities to work in other schools within The Marches Academy Trust.

# Person specification

	 <b>Essential</b>	 <b>Desirable</b>
 <b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• Good standard of secondary education with GCSE level 5 (or equivalent).</li> <li>• Qualified (CIMA / ACCA/ ACA).</li> <li>• Full driving licence and ability to travel between Trust locations.</li> </ul>	
 <b>Experience</b>	<ul style="list-style-type: none"> <li>• Minimum 3 years' experience in a similar accounts/finance role.</li> <li>• Experience of line management.</li> <li>• Working to monthly deadlines and the delivery of information and reporting on a timely basis.</li> <li>• Experience of coordinating and leading meetings.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in finance in an educational setting.</li> <li>• Experience of working with Sage Intacct.</li> <li>• Experience of presenting financial information to groups of stakeholders.</li> <li>• Involvement in creating and delivering financial development plans.</li> </ul>
 <b>Skills</b>	<ul style="list-style-type: none"> <li>• Good communication and organisational skills</li> <li>• Strong numeracy and literacy skills.</li> <li>• Evidence of effective work as part of a team.</li> <li>• Ability to work on own initiative.</li> <li>• Develop systems based on feedback for improving effective operations.</li> <li>• Comfortable with the use of technology and interest in digital development of processes.</li> <li>• Confidence to lead budget and finance meetings with stakeholders.</li> <li>• Ability to problem solve both operationally and strategically.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of school / education environment</li> <li>• Understanding of ESFA's Academy Handbook and financial requirements.</li> <li>• Experience of conducting appraisals within a team.</li> <li>• An awareness of policies and processes within the workplace.</li> </ul>

# Person specification

	 <b>Essential</b>	 <b>Desirable</b>
 <b>Skills</b>	<ul style="list-style-type: none"> <li>• Ability to supervise and lead the development of other staff.</li> <li>• Demonstrate a strong understanding of confidentiality and GDPR.</li> <li>• Ability to share knowledge with others in a way that supports understanding and reduces future queries.</li> <li>• Willingness to develop specific skills and undertake further development within finance.</li> </ul>	
 <b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Committed, empathetic and resilient.</li> <li>• Approachable and willing to take matters forward to reaching a resolution.</li> <li>• Organised and enthusiastic in supporting structured processes to be shared with others.</li> <li>• Demonstrate through practice the Trust's values.</li> <li>• Attention to detail and a positive 'can do' attitude.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to review and adapt processes and systems as required.</li> </ul>

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviour
- Attitudes to use of authority and maintaining discipline



# Welcome from the CEO



**This is a high achieving Trust that is imaginative and creative in its approach to teaching and learning and is keen to look for continued sustained improvement.**

Our vision 'Achievement through Caring' is central to all that we do at The Marches Academy Trust. Our schools are, innovative and striving to ensure that young people make the very most of their learning adventure and are equipped with the skills required to prosper in the modern world.

We are immensely proud of the Alliance of Leading Learning who provide a wide range of professional development opportunities across our Trust, nationally and internationally.

*Sarah Finch*

**CEO**

The Marches Academy Trust

## **Our family of schools currently includes:**

- The Marches School and Sixth Form in Oswestry
- Sir John Talbot's School and Sixth Form in Whitchurch
- Tilstock CE Primary School and Nursery in Whitchurch
- The Grove School and Sixth Form in Market Drayton
- Lower Heath CE Primary School and Nursery in Lower Heath
- Shrewsbury Academy in Shrewsbury
- Longlands Primary School and Nursery in Market Drayton
- Grange Primary School and Nursery in Shrewsbury
- Oakmeadow CE Primary School and Nursery in Shrewsbury
- Woodlands School in Wem
- Idsall School and Sixth Form in Shifnal



# Meet our Chair of Trustees



Alex Fry

Chair of Trustees

Thank you for your interest in this role.

The Trust is looking to appoint an individual to build on our Trust's current strengths and achievements.

As a thriving Trust serving over 6,000 students and their families in Shropshire, this a pivotal role in driving continuous improvement across our schools and will contribute to our vision of 'achievement through caring'.

Collaborative working with other schools in our Trust offers many benefits for students and staff; sharing best practice in teaching and learning, curriculum collaboration, extracurricular opportunities, staff development, finance and human resources, legal services, school improvement structures and governance arrangements.

We hope that the opportunity to shape the work of our schools and their staff to harness their professional expertise, with the goal of securing excellent outcomes, is one you would relish.

The prospect of this role goes beyond the immediate job description. The successful candidate will influence and help shape the strategy of the Trust,

have the opportunity to support our ITT provision, support leadership development and career paths as well as drive efficiencies across our schools.

For the right individual, this is an exceptional opportunity. The right candidate will have no better chance of working with wonderful students, super staff and shaping our Trust into the future.

# Who we are



## Welcome to the Marches Academy Trust!

We are a multi-academy sponsor based in Shropshire, currently comprising five secondary schools, five primary schools and one special school.

Across our Trust we have a wealth of experience to inspire and motivate children, young people and staff to be the very best they can.

Achievement Through Caring drives our Trust, and our values are shared throughout our family of schools; we work together on embedding them in everything we do.

Our Trust prides itself on delivering high quality education and connecting with our children and young people to inspire and enthuse them to learn, achieve and to be happy.

### Interested? Here's how to apply:

Complete the online form <https://themarchesacademytrust.face-ed.co.uk/vacancies>

### The closing date for applications is:

Monday, 26<sup>th</sup> August 2024

### Interviews will be held:

Monday, 9<sup>th</sup> September 2024

The Trust is committed to safeguarding and promoting the welfare of the children in our care and expect all staff to share this commitment.

A core belief in  
staff wellbeing  
and work life  
balance evidenced  
in policy and  
practice

# Our Trust Vision Statement and Values



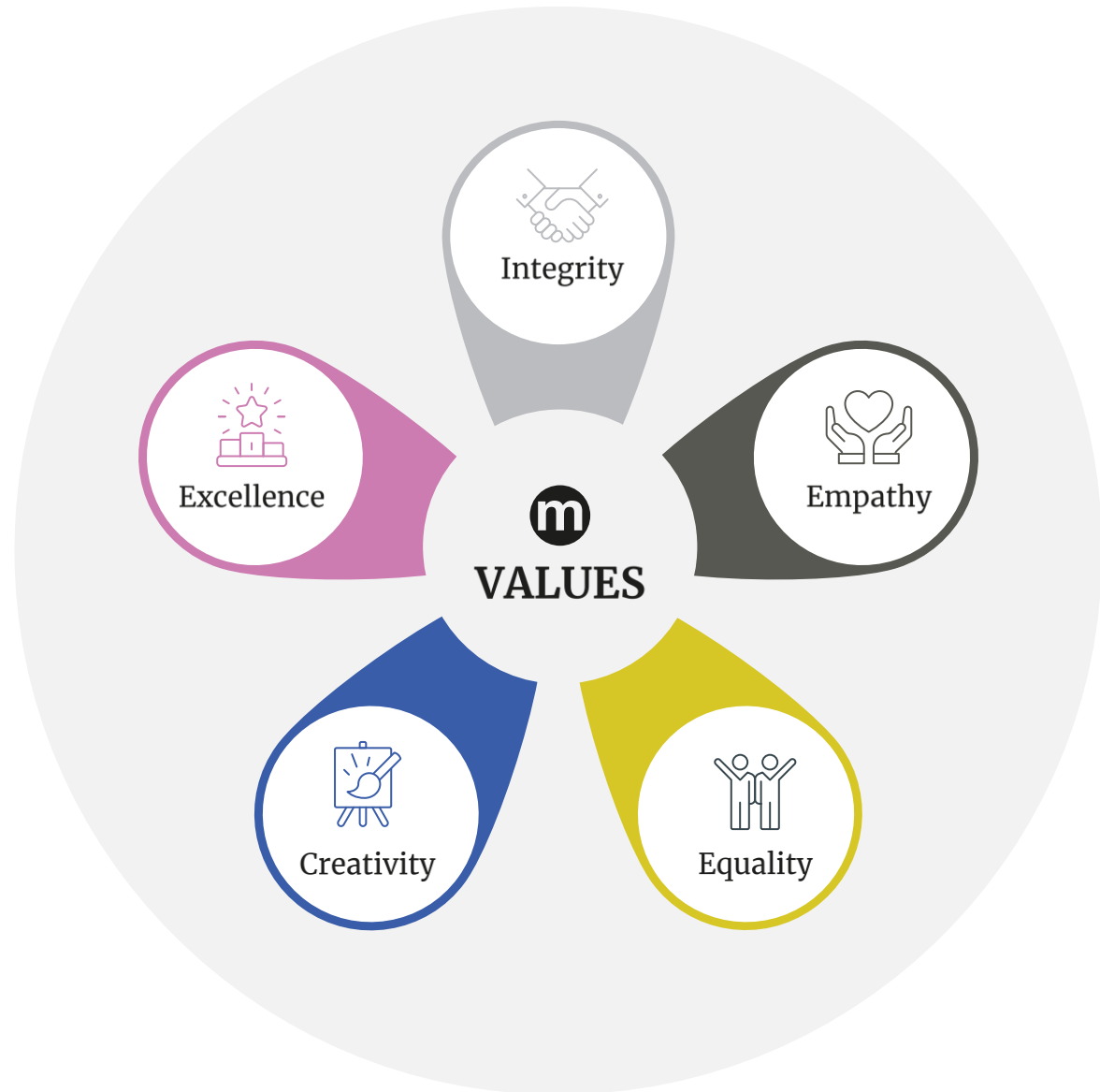
## Our Vision

Achievement through caring



## Mission Statement

As a Trust, it's our mission to empower everyone in our Trust and our communities to live and breathe our values and Achievement Through Caring, to reach their full potential.



# Our investment in you

## Talent Spotting our Future Leaders

Our Talent Pathway supports the professional development of staff within the trust. We identify leadership talent and leadership needs for future succession planning – ensuring relevant and practical leadership development opportunities for staff.

Our talent management programme and our Career Development Pathways provide a framework for the discussion of your leadership journey and the professional learning you can access along the way.

## Talent Contract

The Talent contract is a promise; a covenant between yourself and the trust that the Trust will do its' very best to support and develop you professionally. The Contract describes a variety of Professional development opportunities and encourages you to identify and pursue your training needs.

We believe successful creative lifelong learners participate in a journey of self discovery. They know how to learn, acquire skills and feel safe to take risks with confidence and courage.



# Our investment in you

We really care about employee wellbeing and our commitment is set out in our Wellbeing Policy and Charter. This commitment is underpinned by our four pillars of wellbeing;

## Emotional

Some examples include a robust induction programme, Trust newsletter, professional performance reviews (appraisal) and line manager check-in meeting. We have clear policies and procedures relating to all aspects of your employment and we carry out an annual well-being survey to gauge the health of our staff.

## Physical

We are blessed that our schools are located in beautiful Shropshire market towns and /or rural locations. We can offer discounted local gyms and onsite facilities in our secondary schools.

## Financial

We offer membership to two great pension schemes; Local government pension scheme and Teachers' pension scheme. Our terms and conditions are aligned to Burgundy Book & School Teachers Pay & Conditions Document (teachers) and NJC Green Book (associate staff). We also recognise continuous service for sickness, maternity and annual leave entitlements for those transferring under the Redundancy payments (local government) Modification Order (RPMO).

## Social

Encouragement of great working relationships and sense of belonging through team building events, PD days, end of term events and Trust Awards evening.

Generous  
non-contact  
time for  
staff

## Wellbeing Offer

We are delighted that our wellbeing offer includes access to a free confidential medical and wellbeing service with School's Advisory Service (SAS) for all staff. Services available include counselling, bereavement counselling, physiotherapy, menopause support and stress awareness sessions. We encourage staff to utilize SAS in seeking out preventative and early intervention by making support easily accessible for all!







We are a school led inclusive partnership representing all phases and school contexts nationally and internationally. Our core team at The Marches Academy Trust have trained over 400 ITT and over 150 School Direct students; we have also led the professional learning of over 5,000 educational leaders and governors.

We deliver the DfE National Professional Qualifications, and we actively encourage our staff to complete an NPQ programme at their earliest opportunity.

We also talent spot, from within our Trust team, colleagues who want to share their expertise and enhance their experiences by becoming an Improvement Consultant.

Supporting schools, departments and individuals across the Trust and also external schools.

Embracing all our work is the unique Professional Learning Conference we host each year which continues to inspire school colleagues nationally.

In joining The Marches Academy Trust you have direct access to an outward facing large group of outstanding schools across the West Midlands and beyond.

Quite simply we want to ensure the right expertise exists to enhance a self-improving system and impact learners, leaders and schools to drive continuous improvement.

You will be part of this success story as a member of our team; and on starting your new post you will also be starting your learning journey - with all the benefits of being part of a large and successful Trust with exemplary partnerships nationally and internationally.



We hold true to delivering current, inspirational training that has real impact back in the workplace. Most importantly our participants confirm in countless testimonials that we invest in their leadership journey.

Cavelle Priestley-Bird, Executive Director  
of People and Development)

# Bits you need to know

The Marches Academy Trust values each person equally. We are committed to building a diverse team and embedding a welcoming, inclusive culture that encourages diversity and authenticity. We believe this will encourage creative ways of thinking – ensuring we collaborate more effectively and achieve better outcomes. We welcome applicants from all qualified candidates who share this commitment.

Everyone within our Academy Trust shares the objective to help keep children and young people safe by contributing to:

Providing a safe environment for children and young people to learn in an education setting and identifying those who are suffering or likely to suffer significant harm, taking appropriate action with the aim of ensuring they are kept safe both at home and within the education setting and we expect all staff to share this commitment. Shortlisted applicants will be asked to declare any criminal convictions and will be subject to online checks. The successful applicant will be subject to an enhanced DBS check.


“This post is exempt from the Rehabilitation of Offenders Act 1974 and as such all applicants who are appointed to this post will be subject to an Enhanced Disclosure from the Criminal Records Bureau before the appointment is confirmed. This check will include details of cautions, reprimands or warnings, as well as convictions and non-conviction information. Once provisionally appointed, the successful applicant may also be required to apply for an Enhanced Disclosure at predetermined intervals during the course of their employment whilst in this post.”








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