

Job Description

Department: Central Services
Post: Senior Management Accountant
Responsible to: Chief Financial Officer
Dated: April 2018



Purpose

To support the Chief Financial Officer with the production of financial information for Nova Education Trust and its academies.

Key Responsibilities

- Preparation of accurate and timely monthly management accounts including detailed analysis of budgetary variances.
- Preparation of school budgets and forecasts including 5 year strategic plans.
- Preparation of monthly balance sheet reconciliations including payroll and intercompany etc.
- Preparation of monthly cash flow forecasts and management of cash flows
- Complete monthly bank reconciliations.
- Carry out monthly payroll reconciliations
- Preparation of statutory returns including VAT and National Statistics etc.
- Assist with the preparation and completion of all forms and returns required by the EFA (budget forecasts, annual accounts return etc.)
- Assist with the internal and external audit processes
- Assist with the maintaining of effective systems of internal audit control.
- Conduct termly audits of school financial processes to ensure compliance with Trust policies, procedures and financial regulations.
- Provide efficient financial assistance and support to Heads of School regarding all aspects of financial management within The Trust including advising on financial implications of different costing scenarios
- Provide training to school-based staff on financial and procurement processes.
- Provide systems administration for the financial system, including close down of month end and year end processes, implementation of new reporting requirements and structure changes, uploading new year budgets in the system.
- Support the annual closure of accounts process by ensuring that all schools complete year end procedures within specified timescales, completing accrual and prepayment journals, and analysing and checking ledger accounts.
- Assist with the joining/conversion process for new schools in terms of financial aspects.
- Liaising with external regulators such as the EFA/DfE, Charity Commission, Companies House, external auditors and internal auditors as required
- Liaise with insurers with regard to insurance claims
- Developing check lists for month-end reports to ensure that reports are prepared on a reliable and consistent basis
- Provide support to the Chief Financial Officer, Vice Chief Financial Officer and School Finances Managers
- Attending relevant local governing body meetings to present financial information.
- Contribute to the effective working of the Central Services Finance Team by participating in team meetings and suggesting improved ways of working.
- Maintain competence in role by attending training as required.
- Be prepared to work flexibly during busy periods.
- Any other duties as may reasonably be required.

- Performing other ad hoc duties and assignments as may be determined by the Chief Financial Officer

Person Specification

Qualifications	Essential (E) Desirable (D)	Assessment Method*
Educated to A Level or above, including a minimum of five GCSE or equivalent grade C in mathematics and English	E	AF/Cert
Professional finance or finance related qualification at graduate level (i.e. ACA, ACCA, CIMA, CIPFA or equivalent)	E	AF/Cert
Knowledge and Experience		
Experience of producing management accounts	E	AF/IV
Experience of budget setting and budgetary control	E	AF/IV
Experience of delivering month end processes and reporting	E	AF/IV
Familiarity of financial processes and procedures.	E	AF/IV
Knowledge of statutory requirements, procedures and regulatory requirements relating to academies.	D	AF/IV
High level of IT competence, literacy and numeracy skills	E	AF/IV
Experience of using computerised finance packages	E	AF/IV
Experience of using PS Financials	D	AF/IV
Personal and Professional qualities		
Strong interpersonal skills with the ability to communicate clearly and confidently.	E	AF/IV
Ability to deal with a demanding workload which will include conflicting demands on time	E	AF/IV
Clear analytical skills to allow the exploration, evaluation and interpretation of information and opinions and utilisation of management information systems.	E	AF/IV
Capacity to work under pressure to meet deadlines and organisational priorities.	E	AF/IV
Commitment to own personal development.	E	AF/IV
A good team player	E	AF/IV
Reliable and trustworthy	E	AF/IV
Ability to use own initiative	E	AF/IV
Other		
Driving license and own transport	E	AF/IV

Assessment Method Key

- AF = Application Form
- Cert = Certificates
- IV = Interview