



Management Accountant
Band 9 SCP 24-27 £26,746 to £29,240
37 hours Term Time plus 10 days
Permanent
Open to flexible and part time working requests

We are looking to appoint a highly skilled and innovative Management Accountant to support Lingfield Education Trust in its vision to be outstanding in educating the whole child. This is an exciting and flexible opportunity to work directly for the Chief Financial Officer and contribute to the growth and success of the Trust.

The Trust consists of a family of 9 highly successful schools across the North East of England. We have a distinctive ethos to support all children educationally, socially and practically, to achieve their highest potential in school and life. We are determined to become the Trust that makes the biggest difference to the whole child, all our staff, and the local community.

We are looking for someone with:

- Management Accounting experience of preparing and posting all month end journals including accruals, prepayments accrued & deferred income.
- Reconciliation of payroll control accounts and variance analysis
- Meeting with Headteachers to review financial reports and support budget planning in their schools
- Managing all aspects of banking transactions including payments, cash flow and intercompany transfers.
- Preparation of month end account reports and support with 3 year budget forecasts
- The ability to work independently and innovatively to ensure accurate reports are produced to tight deadlines
- A desire to make a difference and contribute to the achievement and education of the whole child

An application pack can be downloaded from our website www.lingfieldeducationtrust.com. Applications must be returned to hrsupport@lingfieldeducationtrust.com. If you require any further information regarding this exciting opportunity, please email hrsupport@lingfieldeducationtrust.com

Closing Date: 18th August 2022
Shortlisting: 19th August 2022
Interview Date: 31st August 2022

Lingfield Education Trust are fully committed to the safeguarding of all children and all applicants will be required to undergo safer recruitment checks, including social media and online checks. The post will be based at the Trust Offices located at Corporation Road Primary School, however, the Trust reserves the right to require you to work at other schools depending on the needs of the business.



Management Accountant – Academies

£26,746 - £29,240

Band 9 Scale Point 24-27

37 hours term time plus 10 days, permanent contract, open to part time & flexible working arrangements

Key Purpose of Role: To provide support to the Chief Finance Officer in producing accurate financial and management account reports for the Trust

Reporting to: CFO

Key Tasks and Responsibilities

- Production of the monthly management account reports for schools
- Manage & oversees the bank reconciliation process, cash book postings and daily monitoring of banking transactions
- Meet with Headteachers to review financial reports and support with budget planning for their schools
- Cash flow forecasts
- Completion of all month end journals and schedules including prepayments, accruals, deferred income, accrued income and depreciation charges
- Monthly VAT returns
- Payroll reconciliations
- Posting of invoices and overseeing payment runs
- Analysis of grant income
- Consolidation of accounts for Trust
- Liaise and support audit requirements including preparation of schedules for year end
- Analysis of Key Performance Indicators and benchmarking data
- Support to the Office Managers across the Trust in any financial queries they may have
- To carry out your duties with full regard to the Trust's Equality Policy and Race Equality Scheme
- To comply with Health and Safety policies, organisations statements and procedures, report any incidents/accidents/hazards and take a pro-active approach to health and safety matters in order to protect both yourself and others
- Any other duties of a similar nature related to the post which may be required from time to time.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL SCHOOL POLICIES.

The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

Please note that whilst the position is based at Corporation Road Primary School, the Trust reserves the right to direct its staff to work across the Trust family of schools, if required.

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY ENHANCED DBS CHECK BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE SCHOOL.

Person Specification

ESSENTIAL				DESIRABLE		
	Criteria No.	Attribute	Stage Identified	Criteria No.	Attribute	Stage Identified
Qualifications & Education	E1	AAT qualified or part qualified	AF/C	D1	ICAEW, ACCA, CIMA or CIPFA qualified / part qualified	AF/C
Experience & Knowledge	E2	At least 3 years accounting experience in assisting with the production of management accounts	AF/I/R	D2	Knowledge/Experience of school/academy funding	AF/I/R
	E3	A sound understanding of audit processes	AF/I/R			
	E4	Experience of payroll control reconciliation and variance analysis	AF/I/R			
	E5	Well-developed analytical skills and ability to use excel	AF/I/R			
	E6	Experienced in the use of financial systems and financial reporting	AF/I/R			

	Criteria No.	Attribute	Stage Identified	Criteria No.	Attribute	Stage Identified
Skills	E7	Experience of / ability to oversee regulatory / financial compliance issues	AF/I/R	D3	An understanding of procurement requirements in a publicly funded organisation	AF/I
	E8	Ability to analyse data and expertise of Excel	AF/I			
	E9	Ability to post journals and reconcile accounting information	AF/I			
	E10	Ability to produce accurate financial information				
	E11	Ability to work to tight deadlines and prioritise their workload				
Personal Attributes	E12	Ability to communicate effectively (in writing and orally) with a range of audiences, together with an ability to negotiate at all levels and resolve conflict	AF/I/P	D4	Ability to set appropriate targets for the improvement of own performance and to establish, monitor and evaluate an action plan to maximise efficiencies	AF/I/R

	Criteria No.	Attribute	Stage Identified	Criteria No.	Attribute	Stage Identified
	E13	Ability to use IT effectively as a management and research tool	AF/I/P	D5	Be confident, positive and approachable.	I
	E14	High personal standards of integrity and probity.	I	D6	Have consideration of the views of others	I
	E15	Enthusiasm, vision, drive, adaptability and resilience.	I/P	D7	High degree of motivation for working with children and young people	I
	E16	A commitment to improvement including the ability to develop and produce successful plans / strategies	AF/I	D8	Ability to innovate using creative skills to develop new working practices to improve standards	AF/I/R
	E17	Ability / willingness to contribute to the effectiveness of improvement activity and measure the impact and effectiveness of plans / strategies	AF/I/R			
	E18	An understanding of safeguarding requirements and procedures	AF/I/R			