

Job Title:	Accounting Manager	Reports to:	Head of Finance
Location:	South West	Accountable to:	Director of Finance
Salary/Grade:	NJC Plymouth Grade H	Hours of Work:	Full time

Principle Purpose of the Role

- The Accounting Manager will undertake responsibilities as a member of the Finance Team supporting the finance function of a cluster of Reach South Academies.
- To support the Director of Finance, Head of Finance and Executive Business Managers, ensuring they receive timely and accurate information to enable the effective discharge of their duties.
- To manage the Finance Business Partner to carry out their duties, providing advice and training where required.
- To deputise for the Head of Finance and Director of Finance in their absence.

As well as the core responsibilities detailed above, other key areas of accountabilities and tasks include:

Key Duties

- The job involves developing and implementing policies, systems and procedures and making decisions, escalating only to the Head of Finance as and when necessary. The post holder will work independently.
- Responsible for the timely and accurate preparation of the monthly management accounts and reporting packs for a cluster of Academies and Central.
- Responsible for providing financial advice and support to EBMs. This includes budget monitoring, financial modelling and ad hoc financial analysis.
- Maintain accounts in accordance with sound financial practices and the Trust's Financial Procedures Manual ensuring the requirements of the Trust's Internal and External Audit Teams are met.
- To ensure that the Academy's accounts are up to date and maintained accurately to allow the EBM, Head of Finance and Director of Finance to use the accounts to inform decision making.
- To be the Finance Team lead to monitor and report on all Balance sheet accounts to the Head of Finance including reconciliation of Control accounts monthly with Finance Shared Service Manager.
- Meet regularly with the Finance Business Partner to review their work and support their development.

Management Accounting

- Ensure all tasks on the Trust's Month End Procedures checklist are completed for each Academy by the required deadline.
- Prepare and post all general ledger entries for a cluster of academies as required.
- Prepare and post prepayments and accruals to ensure expenditure is accounted for in the correct period.
- Prepare and post accrued and deferred income where required to ensure income is accounted for in the correct period.
- Prepare and process monthly internal recharges between Academies and Central.
- Ensure all monthly Balance Sheet Reconciliations are complete and accurate



- Maintain the Fixed Asset Ledger ensuring items that meet the Trust's Capitalisation Policy are added and depreciated in accordance with the Trust's depreciation policy.
- Maintain capital spend against capital grant income
- Maintain the calculation of the Shared Service Centre fees.

Reporting

- Prepare the monthly Management Accounts reporting pack including a budget variance analysis and commentary for a cluster of Academies and report back to the EBM any areas of concern.
- Prepare and monitor the performance of a cluster of Academies against the KPIs
- Prepare financial reports as necessary for the EBM, Head of Finance and Director of Finance and other parties as necessary.
- Lead in the enhancement of the reporting packs.
- Develop financial modelling tools to assist with scenario analysis.

Payroll

- Reconcile Central payroll reports to the budget
- Reconcile the payroll ledgers.

Other

- Review and approve payments via online banking
- Provide expert financial advice and support to EBMs, Headteachers and Shared Service Centre colleagues.
- Review and prepare the consolidated 12-month cash flow forecast for the Trust.
- Carry out financial due diligence on new schools looking to join the Trust.
- Lead with the preparation for both internal and external audits, supporting the Head of Finance.
- Support the Head of Finance with the preparation of the regulatory returns required by the Education Skills & Funding Agency
- Act as system administrator for the budget system, ensuring new locations are appropriately set up, user security is maintained, system queries/issues are dealt with, system internal controls are robust and all other system configurations and developments are managed.
- Cover the role of the Finance Shared Services Manager in their absence.
- Lead in the management of finance projects.
- Support the Head of Finance and Director of Finance in the development and implementation of Integrated Curriculum Financial Planning.
- Work together with all members of the Trust Shared Service Centre to ensure a cohesive and effective approach to financial support and administration across the Trust.
- Maintain confidentiality at all times in respect of academy related matters and to prevent disclosure of confidential and sensitive information.
- Identify, develop and drive changes to processes to improve efficiencies.
- Deal with queries, as appropriate, supporting the Trusts Shared Service Centre to ensure a positive image of the Trust is always presented.
- Other ad hoc duties as directed by the Head of Finance.

Generic Responsibilities

- To maintain ongoing Continuous Professional Development (CPD) activity and undertake any in-service training related to the post, including annual mandatory and role-specific training.
- To maintain regular contact and good working relationships with all staff throughout the Trust and external organisations.



- To maintain the security of the data held in the Trust systems in line with all relevant legislation, including the Data Protection Act 1998 and UK General Data Protection Regulations.
- To actively participate and attend team (and other) meetings as required for updates regarding Departmental procedures and action accordingly.
- To support the Trust's internal and external audit processes.
- To act as an exemplary role model of the Trust's values and behaviours.
- To ensure that safe working practices are followed in respect of all areas within the provisions of The Health and Safety at Work Act 1974.
- To comply with Trust Policies and Procedures.
- To maintain confidentiality about clients, staff, and other Trust business. The work is of a confidential nature and information gained must not be communicated to other people except in the recognised course of duty. The postholder must always meet the requirements of the Data Protection Act.
- To be aware of, promote and implement the Trust's Quality and Information Security Management Systems.
- To report to line manager, or other appropriate person, in the event of awareness of bad practice.

Staff Development and Performance

- The post holder will have an appraisal of performance each year and will be responsible for agreeing a development plan in agreement with their manager or immediate supervisor. The development plan will be reviewed each year.
- The Trust will aid and agree development objectives for the postholder to enable the postholder to achieve their objectives and standards in line with the development plan.
- If the postholder feels they are not achieving their objective as agreed in the development plan they will bring it to the attention of their line manager at the earliest opportunity.

Demands and Working Conditions

- This is an operational post and there will be considerable conflicting work demands, deadlines and interruptions, particular during peak periods and operational deadlines.
- The postholder is to undertake other duties commensurate to the grade of the post.
- Ad hoc travel to attend training events and meetings may be required.
- There may be occasions when it will be necessary to cover other roles within the team or to work with other colleagues when there are peaks and pressing issues.
- There may be a requirement to spend large amounts of time working on sensitive information, for example, reports and audits.

Note: You may be required to perform duties other than those given in the job description for the post. The duties and responsibilities attached to posts may vary from time to time without changing the character of the duties or the level of responsibility entailed. As such, the job description therefore is not intended to be exhaustive. It is also subject to change in the light of service developments and in consultation with the postholder and their manager. The post holder will be expected to adopt a flexible attitude to the duties to meet deadlines.



Person Specification

Education and Training			
Specification	Essential (E) / Desirable (D)	Assess at application	Assess at interview
Professional level accounting qualification (ACCA, CIMA or CIPFA)	E	X	
Five GCSE/O Level/Functional Skills passes to include grade C/4 or above in English and Mathematics (or equivalent)	E	X	
Experience, Knowledge and Skills			
Specification	Essential (E) / Desirable (D)	Assess at application	Assess at interview
Substantial experience in financial management	E	X	
Experience in the oversight and improvement of internal controls	E	X	
Experience of managing teams and staff	E	X	X
Experience of reporting budgets to non-financial personnel	E	X	X
Experience working with payroll systems	E	X	
Experience working with Purchase and Sales ledgers systems	E	X	
Excellent working knowledge of Microsoft Excel	E	X	X
Knowledge of GDPR 2018 and Data Protection Act 1998	E	X	
Experience administering a finance system	E	X	
Experience with PS Financials (PSF) and IMP	D	X	X
Personal Attributes			
Specification	Essential (E) / Desirable (D)	Assess at application	Assess at interview
Highly organised and able to manage a busy workload	E		X
Solution focused with good problem-solving skills	E		X
Excellent customer service skills with a 'customer focused' approach to service delivery	E		X
Ability to work unsupervised and manage own workload effectively in a pressurised and 'time sensitive' environment.	E		X
Adaptable, innovation, resilient, hardworking and conscientious with a flexible approach to work	E		X
Excellent attention to detail and adopts a quality assurance approach to all aspects of areas of work.	E		X
Willing to travel to Reach South Academies as and when required.	E		X
Ability to integrate into a team quickly and adopt a collaborative approach, seeking partnership working and inclusion when working with others.	E		X



Demonstrates excellent communication skills in all areas of role and types of interaction with service users.	E		X
Commitment to safeguarding and promoting the welfare of children and young people	E		X
Clear understanding and working knowledge of Reach South Academy Trust, its ethos and values partners, relevant systems and procedures	E		X
Ability to be adaptable and work flexibly across the Trust	E		X
Demonstrate a commitment to own professional development and willingness to learn and become familiar with a range of business functions	E		X
Demonstrate personal and professional integrity, including modelling values and vision;	E		X
Commitment to promote and support the aims and value partners Reach South Academy Trust.	E		X
Motivated to work within the education sector and alignment with Reach South values and behaviours	E		X

