



Management Accountant

The Good Shepherd Trust



Candidate Information Pack
January 2025



Management Accountant

Dear Applicant,

Thank you for your interest in the post of Management Accountant at the Good Shepherd Trust. The Good Shepherd Trust is a multi-academy trust consisting of 24 schools in the Diocese of Guildford, across Surrey and Hampshire.

We are seeking a highly organised and proactive Management Accountant to provide professional capacity to the Finance Team and support our Academies in a varied and wide-ranging role, ensuring effective financial management and reporting to our Trust Board. You will provide support in the resolution of financial issues to ensure the best outcomes for our pupils. If you are a proactive individual with a positive outlook, we would be delighted to receive your application.

The [Trust's vision](#) is for all schools to be highly ambitious, successful and inspirational places to learn, which enhance the life opportunities for every child that they serve. Our schools are safe places, where pupils reach their full potential, where positive memories are made and where children, parents, staff and the community take pride in their school. This means that we are fully committed to establishing academies, which educate the whole child for life in all its fullness, within the heart of their local community.

We acknowledge that high expectations raise aspirations of pupils and their communities and believe that the professional development of staff and school leaders is central to this. Each school offers a bespoke, rich curriculum and an inspiring learning environment, which is relevant to our learners. This is alongside unique learning experiences that stimulate, challenge and inspire.

We strive to build strong and effective partnerships with parents and the local and wider community because the engagement of parents/carers is vital to children's educational achievements. The Trust values that children's personal development grows through membership of a community and enables them to become contributing citizens.

We are working hard to become a more diverse organisation – which is key to our commitment “to be better, together”. We welcome applications from everyone committed to this ethos and would particularly welcome applications from black and minority ethnic candidates, who are currently under-represented in the Group as a whole. We always appoint on merit.

We are very excited about the opportunities this role will create to drive our Trust forward. We look forward to hearing from you and receiving your application.

Paul Kennedy
Chief Executive Officer



THE ROLE

Management Accountant

Reporting to: Head of Finance & Risk

Salary: GST Grade H/I £40,000 - £50,199 FTE (5 scale points within banding for progression)

It is an exciting time to join the Good Shepherd Trust, with new leadership in the Finance team who are keen to streamline processes, improve controls, and bring efficiencies across all aspects of MAT finance. Part of the strategy includes expanding the team, adding capacity in Management Accounting as well as also adding to the Accounts Payable team.

This is a true business partnering role in which you will have responsibility for timely and accurate Management Accounts production for the Trustees. Your other key stakeholders will be the members of the Central Finance Team, Headteachers, and School Business Managers. You will be an excellent communicator, and confident in explaining financial information to non-finance staff. To be successful in this post you will have an inquisitive nature, willing to persevere to get to the bottom of a problem and find a resolution.

You will be a qualified accountant (or nearly/qualified by experience) with broad experience of accounting packages (we currently use Sage for Education), excellent Excel, strong IT skills, and experience of adopting new systems/platforms. Experience of working within a MAT environment would be beneficial but not crucial. More important is the ability to effectively manage your time on multiple tasks whilst achieving deadlines; willingness to learn and understand the multi-faceted pressures of the school environment; strong communication skills (both internal and external); attention to detail; and a positive outlook.

The next 18 months will see a period of growth and change within the department, including migration of finance systems, and the successful candidate will be expected to actively contribute to these projects. There is an opportunity for the right candidate to influence outcomes and enact real improvements.

Key Tasks and responsibilities

You will provide professional capacity to the Finance Team and support our Academies in a varied and wide-ranging role, ensuring effective financial management and reporting to our Trust Board. You will provide support in the resolution of financial issues to ensure the best outcomes for our pupils.

- Preparation of monthly management accounts, including income statements, balance sheets and cash flows, including commentary for key stakeholders
- Identify problem areas and present recommendations to company management
- Assist and contribute to strategic, operational and business planning in support of the Trust's development plan and targets
- Ensure cost control by reviewing payroll and non-pay costs and liaising with budget-holders on variances
- Assist with preparation and submission of VAT Returns to HMRC
- Cash flow forecasting
- Carry out projects or other cross-Trust initiatives or functions as required
- Project management as required
- Ensure that Trust's financial procedures are followed, and all internal financial controls are consistently applied and adhered to for both the delegated School budget and the unofficial fund accounts.
- Support of both internal and year end audit process
- Continuous improvement of finance processes and controls



- As a member of the Finance Team, to generate a positive and widely recognised image for Financial Services as a business partner to internal functional and faculty areas
- Actively promote the Trust and its core values both internally and externally

Competencies

Managing self and personal skills

- Manage own resources
- Maintain CPD
- Develop personal networks
- Maintain professional values and ethics

Providing direction

- Support Trust improvement
- Ensure compliance with legal, regulatory, ethical and social requirements
- Foster Trust culture

Facilitating change

- Plan, lead and implement organisational change
- Develop innovation
- Build capacity for organisational change

Working with people

- Develop productive relationships with colleagues and stakeholders
- Support finance and wider team initiatives

Effective use of resources

- Manage financial resources
- Manage technology

Achieving results

- Manage projects
- Manage Trust processes
- Implement Trust service improvements
- Improve Trust performance

Closing date: 5pm 30th January 25

Interview dates: 7th February 25

Start date: ASAP

This job description is not necessarily a comprehensive definition of the post, and the post holder will be required to undertake other duties appropriate to the grade and character of the work as directed. The post holder's responsibility for promoting and safeguarding the welfare of children and young people with whom they come into contact will be to adhere to and always ensure compliance with the Trust's safeguarding policies.

Equality

Equality, diversity, and inclusion (EDI) are critical components of a healthy organisational culture. The postholder will support us to create a welcoming, supportive environment where every student and staff member can thrive.

Safeguarding

The Good Shepherd Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We ensure that all our employment practices reflect this commitment. All appointments are made subject to an enhanced DBS clearance (Disclosure and Barring Service), satisfactory references and qualification checks. The postholder will be required to safeguard and promote the welfare of children and young people and follow Trust policies and the staff code of conduct.



About The Good Shepherd Trust

Our Vision

“To be better, together, to ensure an ambitious education for every child in every school every day”

[The Good Shepherd Trust](#) is a multi-academy Trust within the Diocese of Guildford. We currently have 24 schools, 23 in the primary phases and 1 secondary school. The Trust has implemented school hubs for the purpose of collaboration to improve outcomes for children and is seeking to further streamline and centralise services in order to better support all the schools within the Trust.

Each Trust school is unique. The Trust is committed to celebrating the local context of each school and capitalising upon their strengths to the benefit of the wider Trust. The quality and commitment of our people is at the heart of all we achieve. The Trust values them, develops them, and is an employer of choice.

We are guided by our principles and it is these, along with our vision and values that create the culture of how we work together:



Transforming Schools - Transforming Lives In the name of Jesus, the Good Shepherd

Jesus the Good Shepherd embodies values, which guide our work and relationships, including: **Trust, Love, Courage, Respect, and Integrity.**

Our values are lived out by all our people in every aspect of our work, including our behaviours, policies and decision-making.

Educationally our consolidated outcomes (for schools that meet the 3-year criteria for inclusion) across the Trust are in line with national average for MATs and within the Trust community are demonstrated in outstanding, good and improving schools.

The Trustees are ultimately accountable for the performance of the Trust and have a key role in setting the strategic direction and managing risk. The Trustees delegate some responsibilities to Local Committees.

The Trust has an active central team, based in Guildford, who provide support for school improvement and educational outcomes, safeguarding, governance, admissions, human resource management, finance and much more. There are exciting developments in the pipeline to further develop the central function, which will bring benefit to all our schools.

How to Apply:

Please complete your application form on [MyNewTerm](#)