



Job Description and Specification

Job Title	Management Accountant
Contract Type	Permanent
Location	Hybrid – home and school based, but it is a job requirement to visit all of the Trust's schools regularly, in agreement with the Trust's Chief Finance and Operations Officer (CFOO)
Reporting to	CFOO
Salary Range	£49,282 to £54,495 per year (pay award pending) plus travel expenses
Basis	37 hours per week, 52 weeks per year.
Line Management	Finance Business Partners, Payroll Manager, Finance Officers and Finance Assistants
Job Purpose	The Management Accountant will lead and develop the Trust's financial management function, providing strategic and operational financial support across all academies. Working closely with the CFOO, the postholder will ensure robust financial controls, accurate reporting, effective budgeting and compliance with statutory and regulatory requirements, while supporting school leaders to make informed financial decisions and driving continuous improvement across finance operations.

Key Responsibilities

1. Finance Strategy

- Provide high-quality ad-hoc financial analysis and management reports to support strategic decision-making, including Trust growth and sustainability of additional projects
- Partner with Headteachers and budget holders across academies and central teams to enable them to understand and interpret financial performance

2. Financial Reporting and Accounts

- To lead on financial accounting and reporting for the Trust in line with the financial regulations, Academy Trust Handbook and Academy Accounts Direction.
- Produce timely and accurate management accounts including profit and loss statements, balance sheets and cash flow reporting with clear variance analysis and commentary on financial performance and trends
- To support the production of the annual report and accounts including the statement of financial activities, balance sheet and associated notes.

- To develop consistent scalable processes for month-end and year-end which will produce accurate Trust monthly and annual accounts.
- To prepare month end schedules including bank and control account reconciliations, accruals, VAT returns, prepayments, fixed asset register, transactional and variance analysis, which feed into month-end and year-end reporting.
- To oversee the collation of data from individual schools by the FBP to support preparation of reports.
- To produce timely and accurate cash-flow forecasts and make intervention where required.
- To provide information to support the CFOO in submitting statutory returns.
- To prepare year-end schedules to inform statutory accounts preparation
- To support in the production of cyclical and ad-hoc reporting to the Trust Board

3. VAT

- Oversee the Trust's compliance with all relevant VAT requirements, including submission of timely returns
- Undertake monthly VAT return and reconciliation.

4. Budgeting and Forecasting

- Take ownership of annual budget production and monthly re-forecasting for the Trust
- Principal administrator and superuser for the Trust budgeting system
- Lead on embedding ICFP across the Trust.
- Control and challenge budgetary expenditure, identifying opportunities/risks to prevent overspend.
- Assisting in budget planning, monitoring and evaluation and provision of regular reports to school management.
- Support the delivery of curriculum and operational objectives in an effective, efficient and professional manner.

5. Financial Operations

- Maximise efficiencies and streamline processes across finance operations to create more efficiencies as the Trust grows.
- Develop and maintain financial systems to ensure records and returns are up to date in line with statutory and regulatory requirements.
- Maintain all financial records and systems for the effective and efficient management of public funds.
- Proactively manage the cash position of the Trust.
- Design and review systems to ensure the Trust contracts register is well maintained and accurate.
- Identify and evaluate opportunities for improving value for money.
- To ensure all income due to the Trust is promptly invoiced and manage the procedure for credit control of any outstanding debts.
- To assist with benchmarking data for the Trust including key financial and operational indicators.

6. Financial Controls and Compliance

- Plan and coordinate all tax and treasury management practice and policy, with particular reference to charitable status and cash management
- Support procurement across the Trust to ensure best value in purchasing and compliance with the Procurement Act 2023, Academy Trust Handbook and Trust Procurement Policy.

- Oversight of the management of capital funding, ensuring it is being used in accordance with the Academy Trust Handbook for the maintenance and development of Trust assets.
- Ensure any Related-Party transactions are appropriately managed and transparently recorded
- Work within Trust policies and procedures at all times
- Maintain confidentiality and data protection compliance at all times.

7. Audit

- Lead on the internal audit strategy and external audit; prepare and submit audited statutory consolidated accounts to DfE, HMRC and Companies House
- Successful completion of other audits and financial returns (e.g. Teachers' Pension Scheme Audit)
- External audit: coordination of external audits and play a pivotal role in fieldwork to ensure successful delivery of unadjusted financial statements
- Input into other Trust audits as required e.g. HR, Estates etc.

8. Operational and People Leadership

- Lead and manage the Finance team of Finance Business Partners x 2, Payroll Manager, Finance Officers and Finance Assistants, developing their core skills to ensure seamless service to all users.
- Deputise for other Finance personnel in their absence as required.
- Assist, as appropriate, in relation to recruitment and selection – both centrally and within schools, as required.

9. Professional Development

- To attend training courses, relating to the post, particularly in the area of financial management.
- Keep up to date with current educational developments and legislation affecting Trust finances
- Participate in cyclical performance management/appraisal

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required. Your duties will be as set out in the above job description but please note that the CMAT reserves the right to update your job description, from time to time, to reflect changes in, or to, your job. You will be consulted about any proposed changes.

Safeguarding and Integrity:

- Embed safeguarding within all aspects of the role
- Compliance with Trust EDI policy and Equality Duty obligations
- Promote a culture of integrity, openness and accountability
- Ensure all activities reflect the Nolan Principles of Public Life
- Support and promote the CMAT's Catholic values

This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

Laetare CMAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Person Specification

Criteria	Essential	Desirable
Qualifications		
Educated to degree or equivalent level	X	
Qualified accountant with a CCAB qualification (ICAEW/ ACA/ACCA/ CIMA, CIPFA)	X	
Sector-specific qualifications		X
Evidence of commitment to own CPD	X	
Full UK Driving Licence	X	
Experience		
Experience of budget planning, monitoring and analysis	X	
Experience of preparing timely and accurate monthly management accounts and reconciliations	X	
Knowledge of the Academy Trust Handbook and Academy Accounts Direction.	X	
Experience of producing financial management reports within a medium-sized organisation.	X	
Experience of delivering to deadlines and achieving set targets to a high standard	X	
Experience of Public Sector procurement	X	
Experience of Payroll procedures		X
Experience in managing financial and associated risks	X	
Experience of working in a school or Multi-Academy Trust environment or in the Charities sector.	X	

Ability to implement the principles of best value to maximise the resources of the Trust.	X	
Experience in leading and managing a team.	X	
Knowledge, Skills and Attributes		
Problem-solving and analytical skills	X	
Excellent planning and organisational skills	X	
Excellent communication and relationship building skills, with the credibility to influence, negotiate, and manage change sensitively at all levels	X	
Highly effective analytical, strategic, and organisational skills, with the ability to manage projects, meet deadlines, adapt to change, and develop creative solutions to complex challenges.	X	
Strong IT skills, including MS 365, and developed knowledge of financial accounting and budgeting IT systems e.g. Access, PSF, IMP etc.	X	
Emotionally resilient, positive, reliable and trustworthy.	X	
Flexible approach to work.	X	
High levels of integrity and professionalism.	X	
Ability to work independently to organise own workload.	X	
Commitment to maintaining confidentiality	X	
Commitment to the safeguarding of children	X	