**Job Outline**

**Trust Management Accountant**

**Responsible to:** Chief Operations Officer

**Salary Grade:** Band 6

**Full time/Part time:** Full time, Full year

**Job Purpose**

To work with the Trust Finance Manager to provide strategic and operational advice to the CEO, COO and other senior colleagues of The Sigma Trust on all aspects of financial management. To contribute towards the continual development of the Trusts financial practices and policies; ensuring the Trust maintains consistent internal controls and accurate accounting records.

The Trust Accounting Manager will be responsible for the consolidation of accounts, managing the Trusts funds within the framework of the Investment Policy and be responsible for the preparation and consolidation of all financial returns to the ESFA and connected government departments.

**The Key responsibilities of this post will be:**

* To work with the Finance Manager to develop and implement the Trusts financial strategy and policies across the trust to ensure the values of regularity and propriety are firmly imbedded.
* To ensure accurate, consolidated and timely management accounts are presented to the relevant stakeholders within agreed schedules. Be responsible for the preparation and consolidation of the relevant financial returns such as the annual Audited Accounts and Annual Return.
* To work with the Responsible Officer and Auditors to ensure robust compliance, monitoring and scrutiny are embedded in line with relevant frameworks set out by the Charities Commission, Department for Education and the Education Skills Funding Agency.
* To work with the Payroll Manager to ensure accurate and timely submissions are completed for all payroll and pension returns.
* To ensure significant value procurement is carried out in a compliant manner and the correct accounting practices are carried out for capital and earmarked funding streams.
* To ensure any surplus funds are identified and invested to maximise income in line with the Trusts Investment Policy.
* To ensure the Trusts Mission, Vision and Values are embedded at the centre of the Trusts financial framework and used to ensure consistency, probity and value for money.

Special Features:

The post holder will need to be flexible, adaptable and able to travel to any of The Sigma Trust academies in order to fulfil the responsibilities of the role as needed and/or at the request of the CEO.

When not in schools the post holder will be based at our offices at Tendring Education Centre, Jaywick Lane, Clacton-on-Sea.

**Responsibilities**

* To provide professional advice and support to the CEO and Trust Finance Committee on all aspects of finance including EFA Policy;
* To work with the Trust’s Finance Manager to support and advise each member academy in the preparation of annual budgets, monthly management accounts and cash flow forecasts; including the central operating fund and any other Trust affiliated budgets as required.
* To work with the Trust’s Finance Manager, Headteachers, COO and CEO to set revised budgets during the year as necessary
* To ensure that accurate and timely financial monitoring reports are presented to the trust in line with the agreed timeframes;
* To ensure consolidated trust budgets and monthly management accounts are presented as required;
* To prepare and submit all financial returns in a timely and accurate manner including financial records for the auditors and returns to Companies House, including Budget Forecast Returns and Annual Audited Accounts
* To prepare individual academies and/or the trust as a whole for any internal or external audits and to respond appropriately with any subsequent recommendations;
* To support and co-ordinate the annual audit work of the Trust, ensuring compliance with SORP, the Academies Financial Handbook, and funding agreement;
* To support and develop the trust’s risk management strategy and procedures to ensure that key operational and financial risks are identified, assessed and managed;
* To work closely with the relevant trust teams to ensure all returns are completed accurately and submitted to HMRC in a timely manner;
* To ensure effective financial controls are in place to support robust financial management across the Trust.
* To have oversight of all contracts across the trust to support with obtaining VfM and ensuring compliance with the AFH requirements;
* To support the trust with the effective purchasing, negotiating and procurement of products and services across the trust;
* To implement and maintain procedures for a centralised fixed asset register;
* To ensure the Trusts investment and reserves policy are being maximised across the trust;
* To ensure compliance with data protection regulations.
* To attend meetings across The Sigma Trust sites as needed and/or at the request of the CEO, or Trust Board.
* Maintain and update the Trust’s Fixed Asset Registers in line with the Trust’s fixed asset policy
* Monitor income and expenditure of the Trust’s Schools’ Capital Funding
* To work with the Trust’s Responsible Officer to deliver a robust internal audit.
* As necessary support the Trust’s Finance Manager with the production of school’s monthly management accounts

The duties above are neither exclusive nor exhaustive and the post holder may be required by the CEO to carry out appropriate duties within the context of the job, skills and grade.

This job description is current at the date shown, but, in consultation with you, may be changed by the CEO to reflect or anticipate changes in the job commensurate with the grade and job title.