



POST: **Management Accounts Officer**

GRADE: Grade 7, SCP 23-25

Hours: 18 hrs per week, All Year Round  
(Holidays to be taken in agreement with Head of Compliance and Finance)

RESPONSIBLE FOR: No line management responsibilities

ACCOUNTABLE TO: STEP Senior Management Accountant and Procurement Officer

### **MAIN PURPOSE OF JOB**

To be responsible for the financial monitoring and reporting of the Trust, providing a link between STEP Trust Central Team and the academies by working with the Business Advisors and Central Team to provide accurate budget monitoring and financial data.

- To ensure Trust Leaders are kept informed of financial performance of the academies and central team through regular preparation, analysis and reporting of monthly management accounts
- Assist in budget and forecasting process to ensure that individual schools budgets across the Trust are designed to facilitate CEO/Head teachers plans for school improvement
- To maintain accurate financial records
- To support the Business Advisors in their financial management responsibilities
- To be responsible to the STEP Senior Management Accountant and Procurement Officer from whom they will receive formal supervision and who will allocate work when necessary.
- To work within established procedures and guidelines and to prioritise day-to-day work.
- Promoting the aims, objectives and ethos of STEP Academy Trust
- Establishing good working relationships with all stakeholders
- To undertake other duties required by the line manager to ensure the effective running of the Trust

### **KEY RESPONSIBILITIES**

#### **Management Accounts**

- a) Review of monthly management accounts and budget monitoring reports for academies, highlighting areas requiring attention to the Head of Finance and Compliance and providing feedback to academy finance teams
- b) Producing accurate forecasts of expenditure and payroll as part of the Trust's monitoring procedures

- c) To liaise with the Trust Business Advisors to ensure that forecasts are accurate and that management accounts reflect the current and anticipated changes within the academies and central operations.
- d) Ensure monthly management information from network of academies is both accurate and fulfils the requirements of the Trust
- e) Assisting Academies and the Head of Finance and Compliance in development and delivery of financial plans
- f) Supporting the preparation of annual academy budgets and performance management data in accordance with the requirements of the Trust Board, Academy Committee and DfE
- g) Support the Head of Finance and Compliance in the preparation of annual accounts, DfE returns and other financial statements in accordance with the Companies Act 1985 and DfE requirements
- h) Providing support and guidance to academies on the use and operation of The Trust finance system where appropriate
- i) Support with the preparation of The Trust's Academies Accounts Return
- j) Participation in the life of The Trust network e.g. attendance at events, assistance with financial advice on specific projects and proposals.



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**PERSON SPECIFICATION**

<b>Qualifications</b>	<b>Senior</b>
Educated to a minimum of NVQ Level 5 in a relevant discipline/subject	Essential
Accountancy qualification or part qualification CIMA, ACCA or ACA	Desirable
<b>Experience, Knowledge and Skills</b>	
Experience of using computerised systems for budget planning, monitoring, management and the financial regulations applicable to Academies	Essential
Experience of using information systems including computerised systems (in an administrative environment	Desirable
Experience of providing high-level administrative support	Essential
Experience of developing and implementing a range of administrative and technical policies and procedures.	Desirable
Experience of analysing data, developing systems, problem solving and project management	Essential
Knowledge of budget management and resource planning and a practical knowledge of different avenues of funding	Essential
Ability to undertake a wide range of finance, and administrative tasks	Essential
Ability to analyse and interpret complex information, make recommendations, manage change and have an impact on future planning.	Essential
Ability to collate statistical data and present in written reports	Essential
Knowledge and understanding of child protection and safeguarding	Essential
Proven literacy, numeracy and communication skills including being able to respond appropriately to staff, governors, pupils, outside agencies and the Local Authority	Essential
At least 1 years' relevant experience in a management accountancy role	Essential
<b>Personal attributes</b>	
Ability to work successfully as a team member establishing effective working relationships and flexible working practices	Essential
Ability to work under pressure in a constantly changing and demanding environment and remain professional at all times.	Essential
Ability to communicate effectively and support staff appropriately	Essential
Physical ability to perform the duties of the post with the support of aids or adaptations as required.	Essential