

Job Description

Post: Trainee Management Accountant

Purpose

To challenge educational and social disadvantage by supporting the central finance function across management accounts and financial accounting disciplines in order to achieve the highest possible standards and prepare all our students to lead successful lives.

Duties and Responsibilities

As part of training agreement, to spend at least 12 months in each finance area to gain a thorough understanding of accounting. Working towards a professional financial qualification, the role will develop and add support to senior academy leaders.

- Support the financial and management accounting functions of the team; being a committed and professional team member.
- Work to tight month end deadlines and be prepared to work flexibly in order to achieve team and academy goals.
- Produce financial information to Accounting Standards and in line with other regularity bodies.
- Work with senior academy leaders to provide accurate and timely information.
- Work towards a professional qualification.
- Support senior finance colleagues in tasks, as required.
- Ensure the operational workload is effectively managed to ensure finance service standards are adhered to.
- Investigate and answer routine queries arising from budget holders, management and other finance colleagues as well as external bodies.
- Troubleshoot and resolve purchase ledger issues.
- Identify and resolve errors and discrepancies.
- Create, develop and / or maintain complex accounting spreadsheets, as necessary.
- Support the team in their delivery of an excellent service to all academies within the Trust.
- Engage fully in the Trust appraisal process to fulfil personal potential and be able to participate effectively in the implementation of the academy's goals and improvement plan.
- Attend meetings / training and carry out administrative tasks and duties as specified on the Trust calendar.
- Consistently implement all Trust policies.
- Contribute to decision-making and consultation procedures.
- Report any safeguarding concerns immediately to a Designated Safeguarding Lead.
- Carry out any other reasonable duties as requested by the Senior Financial Controller.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.