

Our Lady of Grace Catholic Academy Trust



Management Accountant

Information for Applicants



Job advert

Full Time – 36 hours per week, 52 weeks

24 days holiday rising to 26 days after 5 years, plus bank holidays

Salary Scale: PO1 £33,324-£35,751

Our Lady of Grace Catholic Academy Trust is an established and expanding trust comprising of five Catholic primary schools: in the London Borough of Newham.

The successful candidate will have responsibility for supporting the company's financial operations working closely with the Chief Finance Officer, school teams and those responsible for governance.

The main responsibilities of the post include accurate financial monitoring and reporting, liaison with Local Governing Bodies, producing accurate accounts and contributing to decisions regarding financial strategy.

The successful candidate will have: -

- an AAT qualification / part qualification (or similar)
- proven experience of working in a finance capacity within a school/organisation
- experience of line management of staff
- strong reporting skills
- confident reporting skills (written and oral)
- strong analytical and problem-solving skills
- well-developed IT skills in financial packages and excel
- a drive to continually improve processes and seek new challenges
- the ability to well under pressure, work accurately with attention to detail, and meet deadlines
- a flexible approach to working

We can offer you:

- excellent opportunities for personalised CPD
- fantastic career progression opportunities
- the Local Government Pension Scheme
- a comprehensive professional support network
- personal welfare package
- easy access by transport and parking available

The position requires working knowledge of accounting disciplines such as financial accounting, compliance reporting and budget preparation as well as systems development and improvement. The ability to be an effective part of a small team is fundamental as is the ability to understand and adhere to protocol. The ability to plan and prioritise workloads in order to meet deadlines is essential.

The candidate will have the ability to use initiative and demonstrate a positive attitude towards teamwork. The candidate must have the capacity to support procedures and work flow systems which accurately reflect the organisation's financial operations.

Visits to the school are warmly welcomed and encouraged.

For an informal chat and to arrange a visit please contact the Chief Accounting Officer, Gael Hicks on 0207 476 1785 to arrange a visit.

The schools in the Academy Trust have a commitment to Safeguarding Children. This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore will be subject to a DBS enhanced check from the Disclosure and Barring Service. Applicants are required to complete a CES application form which is available on the website.

Application form and further details please apply on line at <http://www.ourladyofgraceacademy.org.uk/> or telephone 020 7476 1785 or e-mail: info@olog.org.uk.

If you have not received any notification before the interview date, please presume that your application has been unsuccessful

Closing Date: 12.00 noon on 17th May 2021

Interviews: 24th May 2021

Ideal start date: September 2021

Job Description

JOB TITLE: Trust Management Accountant

RESPONSIBLE TO: Chief Finance Officer (CFO)

GRADE: Scale - PO £33,324-£35,751

HOURS: 36 hours per week. Full time

1. PURPOSE AND SCOPE

- 1.1 To oversee day to day financial and accounting services across the Trust and to work closely with the Trust CFO and school finance staff to ensure that these functions are undertaken efficiently and effectively.
- 1.2 To assist the CFO in supporting the schools in the Our Lady of Grace Catholic Academy Trust (OLOG) with financial matters and other relevant issues.
- 1.3 Contribute to the success of the schools within the Trust through supporting decision making processes to ensure financial stability and long term viability of the Trust.

2. ORGANISATIONAL RELATIONSHIPS

- 2.1 Report to the CFO .
- 2.2 Line management of OLOG finance assistant.

3. MAIN DUTIES AND RESPONSIBILITIES

Financial management

- 3.1 To have oversight of all matters relating to the administration of Trust finances and to ensuring compliance with all regulations to a high level of efficiency.
- 3.2 To assist the CFO and the auditors with preparation of the MAT's annual financial statements.
- 3.3 To prepare Trust VAT returns, and assist with preparation of other returns as instructed by the CFO (incl. ESFA / DfE returns and pensions & payroll returns).
- 3.4 To prepare the timely monthly management accounts for all entities within the Trust, in accordance with the agreed timetable.
- 3.5 To prepare and process all monthly journals for all entities including payroll, accruals and prepayments
- 3.6 To prepare trading accounts for extended schools activities and residentials, assisting headteachers and trustees to monitor these activities
- 3.7 To prepare monthly balance sheet reconciliations and manage the Trust fixed asset register
- 3.8 To prepare and monitor (at least quarterly) cashflow forecasts across the Trust
- 3.9 To prepare monthly bank reconciliations for all Trust bank accounts
- 3.10 To ensure that the requirements of the Trust's scheme of Delegation and Finance Policy are adhered to.
- 3.11 To assist the CFO with preparation for external audit and internal scrutiny

Budgeting and forecasting

- 3.12 To prepare the 3 year budgets for all schools in the Trust, liaising with Head Teachers and finance staff to ensure a consistent approach
- 3.13 To prepare budget reforecasting (at least termly) across the MAT, advising and reporting on current spends and projects.
- 3.14 To prepare variance analyses and commentary as required.
- 3.15 To present financial report to local finance and resources committees

Payroll and Pensions

- 3.16 To support in the management of the Teacher Pension Portal and Local Government Pension Scheme Portal.
- 3.17 To assist the CFO with the end of year certificate for Teacher Pension and end of year LGPS return

Financial Controls, Procedures and Systems

- 3.18 To support all members of school staff (including headteacher, SBMs finance staff and budget holders) with any financial system issues
- 3.19 To contribute towards the development and evolution of MAT wide financial procedures and controls
- 3.20 To assist the financial organisational set up and training for any new finance staff / school joining the Trust

Direct Line Management and MAT-wide Finance Team

- 3.21 To liaise and support the MAT wide finance team bringing professional accounting experience and development to the function
- 3.22 To line manage all OLOG based finance staff. Provide oversight across all aspects of the SBM / finance officer functions

4 GENERAL DUTIES

- 4.1 To support or deputise for the CFO at meetings and events as required
- 4.2 To undertake duties commensurate with the level of the post required by the CFO and CAO
- 4.3 Be aware of and comply with policies and procedures relating to safeguarding, equal opportunities, health and safety and security, confidentiality and data protection
- 4.4 Carry out their duties with the due regard to the Trust and each school's policies on equal opportunities, health and safety and quality assurance
- 4.5 Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- 4.6 Participate in training and other learning activities as required and to participate in appraisal and professional development
- 4.7 To support and participate in whole Trust activities that reflects the Catholic ethos of the MAT
- 4.8 To assist the CFO on strategic planning and best values as requested
- 4.9 To monitor Value for Money of all contracts across the MAT



Person Specification

Assessment

Experience	Experience of working in a finance capacity within a school/organisation	Essential	App form and/or interview
	Experience of line management of staff	Essential	
Qualifications and Training	AAT qualified / part qualified (or similar)	Essential	App form
	Evidence of CPD	Highly desirable	
Knowledge and Skills	Working knowledge and skills of ICT packages/general computer literacy skills (excel, word);	Essential	App form and/or interview
	Operating experience of finance packages (PS Financials, Sage)	Highly desirable	
	Ability to undertake varied duties;	Essential	
	Ability to work under direction of different people and as part of a team;	Essential	
	Good communication skills with people (including students) at all levels;	Essential	
	Able to organise own workload in the context of varied tasks;	Essential	
Personal Qualities	Ability to work calmly under pressure;	Essential	App form and/or interview
	Ability to critically evaluate own performance and make any necessary changes to be more effective	Essential	
	Commitment to the Catholic Ethos of the Trust	Essential	
	Enthusiasm	Essential	
	Honest, reliable Attention to detail	Essential Essential Essential	



Information about Our Lady of Grace Catholic Academy Trust

The Trust's central team currently comprises the Chief Finance Officer (CFO) supported by a bursar service. The post of management accountant is newly created to support the growth and future scope as the Trust expands.

The new management accountant would support the CFO in the production of management accounts using PS Financials and other financial software. The role will involve working within each school at times, but there is flexibility for some home working as well.

Currently the Trust comprises Catholic five primary schools in Newham:

[St Antony's Catholic Primary School](#)

[St Edward's Catholic Primary School](#)

[St Francis' Catholic Primary School](#)

[St Helen's Catholic Primary School](#)

[St Joachim's Catholic Primary School](#)

Professional Development for Staff

The Trust has an extremely strong commitment to staff development both for teaching and support staff, including support for apprenticeships, formal financial qualifications, initial teacher training, national professional qualifications and masters.

