LONDON SOUTH EAST ACADEMIES TRUST

CANDIDATE PACK

Junior Trust Management Accountant



Start date:
ASAP

Location:
The Walnuts
Orpington
Kent
BR6 0TE

Part of

Elevare® CIVIC EDUCATION GROUP

LONDON SOUTH EAST ACADEMIES TRUST

Our Mission

Passionate about potential, we promise to realise the unique talents and abilities of the children and young people entrusted to London South East Academies Trust.

Ambitious for every child, we will work tirelessly to ensure that progression and their 'next step' is always in reach. We recognise and respect the diversity and strength that our different schools bring to our community, within the school and beyond.

Our mission is to create a network of outstanding schools that:

- Promote excellence
- Celebrate diversity
- Enable personal development and achievement
- Foster social value in their communities



LONDON SOUTH EAST ACADEMIES TRUST



Our Vision

Our vision is to create a future where every child, in every school, can flourish every day.

- Give all children an inspirational school offer
- Ensure the educational achievement of every child and young person entrusted to us.
- Have a relentless focus on accelerating learning
- Reward ambition and high aspirations through all of our schools
- Maximise the strength of our diversity
- In areas of social and economic deprivation we will improve the life chances of children and young people
- We will actively challenge social inequality
- Create a diverse network of high performing schools



> The Trust's commitment to improving outcomes for some of the most vulnerable children in Surrey has been impressive and continues to make a significant difference enabling these boys to achieve and thrive.

Maria Dawes - CEO, Schools Alliance for Excellence

Job Description

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Post: Junior Trust Management Accountant

Responsible to: Trust Management Accountant

Hours: 1 FTE (37 hours per week/52 weeks per annum)

Grade: SP 16 - 23 on the Bromley College Harmonised Payscale (depending upon experience)

We are seeking an enthusiastic and organised Junior Trust Management Accountant to join our Finance Team. Working closely with the Trust Management Accountant, you will support the delivery of accurate financial and management accounting information, ensuring effective financial controls and timely reporting across the Trust.

You will play an important role in supporting budget monitoring, financial planning and forecasting, monthly management accounts and control account reconciliations. You will also provide financial information and support to School Business Managers and budget holders, helping them manage their budgets effectively.

This is an excellent opportunity to develop your accounting knowledge and skills within a growing Multi Academy Trust.

Post Overview

The post holder will be responsible in assisting the Trust Management Accountant with developing and enhancing the analysis of accurate financial and management accounting information. In addition, the post holder will be supporting in ensuring that all control accounts are reconciled and adhere to strict deadlines.



Job Description

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The main objectives of the post holder are to assist the Trust Management Accountant and Deputy Group Finance Director:

- Contribute towards enhancing the Management accounting functions in order, to meet the future business needs of the Group and to add value.
- Assist in providing an efficient customer service to budget holders in a timely manner.
- Contribute towards identifying opportunities for process improvements and towards maintaining a culture of continuous improvement within the department, to support the Trust Management Accountant in identifying solutions and implement changes as required.
- Contribute to the development, implementation, and maintenance of an effective control system.
- Assist in keeping specified control account reconciliations up-to-date and assist with the information required for preparation of the financial statements. To ensure and meet deadlines set for the monthly management accounts.
- To support the Trust Management Accountant on the financial planning and financial accounting for the Multi Academy Trust.
- To be involved in management accounting functions across the Group as required by the Deputy Group Finance Director and Financial Controller.
- To support the Trust Management Accountant in successfully integrating new schools /academies into the Trust accounting system.
- To provide financial support to the School Business Managers to ensure they have the information required to manage School budgets effectively.
- Contribute to delivery, timely and accurate management reporting, KPI's, and benchmarking information.

Key Responsibilities

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To play a major role in supporting the Trust Management Accountant through the duties below:

- To update expenditure workbooks daily, verifying invoice and coding details and to monitor expenditure against delegated budgets.
- To prepare Income and Expenditure accruals schedule within agreed timescales and post related journals as required.
- To maintain the Prepayment Schedule and prepare related journals.
- To assist in maintaining the Fixed Assets schedules and post monthly depreciations as required.
- To update the Leases register and post monthly journals as required.
- To maintain forecasts for agency costs, utilities and catering expenditure, and to conduct ad-hoc analysis as directed by the Deputy Group Finance Director or Financial Controller.
- To support in preparing Budget settings schedules as required.
- To support year-end closures of the accounts and prepare documentation for audit as required.
- Where required, post payroll and other journals as directed by the Trust Management Accountant.
- To investigate variances and provide answers to ad-hoc queries regarding delegated budgets.
- To assist with month end reporting and provide management information as required.
- To carry out regular control accounts reconciliations and to adhere to strict deadlines agreed for this process.
- To assist in updating the cash flow forecast and checking for any anomalies to budget or forecast.
- To support the Deputy Group Finance Director in implementing action points identified in the external audit or internal audit.
- To provide assistance to the sales and purchasing teams as directed by the Financial Controller.
- To attend meetings with budget holders as directed by the Financial Controller and Trust Management Accountant and to assist with expenditure queries.
- To gain an understanding of Trust income processes and to support the Trust Management Accountant as required.
- To support the management accounts month-end process for the Foundation as required.

Key Responsibilities

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- To carry out all duties in a manner that engenders an attitude of professional co-operation. To undergo training and development as directed by Senior Management, some of which might be off site.
- To support the Trust Management Accountant maintain and update procedures for all management accounts tasks.
- To proactively identify and pursuing opportunities that are appropriate to maintaining a continuous professional development.
- To demonstrate a commitment to the development and practice of equal opportunities in every aspect of the life of the Group.
- To abide by the Group's data protection policy.

General

The scope of this profile reflects the needs of the Group at the present time; it is not intended to be a fully inclusive or exhaustive list. The post holder may therefore be expected to work flexibly and perform such other duties other than those described in the job description.

The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. The profile will be subject to continuous review as the needs and requirements of the Group change over time.

Person Specification

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Qualifications	Essential	Desireable
NVQ 3 Level finalist or equivalent in Accounting, Finance, Business Administration	√	
Willingness to undertake a professional accounting qualification such as ACA, ACCA, CIMA or similar	√	
Minimum of Level 2 literacy and numeracy	√	
Knowledge and Experience	**Essential**	**Desireable**
Relevant experience of working in an accounting environment	√	
Good knowledge and experience of IT systems, including MS Word and Excel and packaged finance systems	√	
Experience of the use of and production of reports from Access finance system		√
Knowledge or Experience of working in the Education sector		√
Experience of meeting and exceeding tight and challenging deadline		√

Person Specification

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Skills and Competencies	Essential	Desireable
Ability to use initiative to increase efficiency and effectiveness through accurate and financial analysis. A hands-on approach is essential in this area	√	
The post holder is to be methodical, have an attention to detail and be well organised to prioritise own workload to meet deadlines	√	
Good interpersonal skills to be effective in contacts with Budget holders (with whom a highly flexible range of approaches is required) as well as Senior management		√
Excellent analytical, IT, and advanced spread sheet skills	√	
Ability to work with teams and individuals to improve performance and standards within a short timeframe	√	
Awareness of the importance of confidentiality	√	
You must demonstrate an understanding and commitment to the Group's Equal Opportunities Policy	√	
You must be prepared to work in accordance with the Group's Health & Safety Policy	√	





LONDON SOUTH EAST ACADEMIES TRUST

Our Values

SUCCESS
Success is for all. We create a culture of continuous improvement, encouraging all learners and staff to strive to be better, and succeed.

TEAMWORK
We work together to maximise the talent and abilities of all, with our learners central to every choice we make.

ACHIEVEMENT
We have ambition for our learners and staff so that they can achieve and exceed with courage, resilience and determination, realising their own unique potential

RESPECT
We empower our learners and our staff to be respectful, to value diversity and to maximise this as a talent and strength.

SERVICE
Our purpose is to serve our learners and our communities. Leaders at every level serve with integrity, ensuring our learners achieve and progress in society.

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