



Job Description

Finance Management Accountant

The Futures Trust is committed to safeguarding and promoting the welfare of Children and Young People and requires all staff and volunteers to share this commitment.

Responsible to	Trust Finance Director
Grade	7 £32,234 - £38,890 per annum
Hours	Full time (37 hours a week) All year round
Location	Based at Keresley Newland Primary Academy with a requirement to travel to undertake work at or for schools across the Trust

Job Purpose

To oversee and undertake effective management accounting processes, ensuring that processes and procedures are fit for purpose and that they are implemented across the Trust with effective control measures in place.

To provide primary focus on the General Ledger duties of the finance department, including journal preparation, BACS payments for the Trust, undertaking cash flow forecasts and performing accounting functions within the various financial systems.

Duties and responsibilities

On behalf of The Futures Trust and schools across the Trust:

- Prepare accurate and timely processing of monthly management accounts in respect of Profit & Loss Accounts and Balance Sheet, together with all of the supporting ledgers and control accounts, using the designated accounting software.
- Prepare management accounting reports, comparing actual figures to budget forecasts and providing variance commentaries, to facilitate financial decision making and managerial budget forecasting for Local Governing Bodies.
- Ensure that actual expenditure is comparable with budget forecasts and recommend ways of increasing income and reducing costs.
- Authorize and process all bank, cash accounting and charge card disbursement activities on behalf of all Trust schools.
- Designated on line 'bank signatory' and administrator.
- Perform timely and accurate cash flow forecasts.
- Ensure tight control of cash and cash transactions, monitoring of bank balances with variances to cash flow forecasts.
- Perform timely bank reconciliations ensuring accurate reconciliation of all the bank statements against the general ledger and reconciliation of any assigned clearing accounts.



- Supervision of invoicing procedures, including stage payments on long term CIF work and prepare CIF reconciliation schedules.
- Authorise monies from pupils for trips, school purchases and charity collections immediately upon receipt using the Trust's Cash Office system and monitor Parent Pay.
- Production of reconciliations and working papers for statutory annual financial statements.
- Liaising with External and Internal Auditors for the purposes of annual audit and monthly management accounts completion.
- Liaise and monitor contributions with pension companies and HMRC.
- Provide support to the Management Team in order to achieve the targets set out in the Business Plan.
- Assist the Management Team in the long term strategic planning of the Trust.
- Assign general ledger codes and cost centres whilst ensuring journals are created for allocation upload into the appropriate financial systems.
- Ensure activities posted to the general ledger accounts are reconciled and reviewed in a timely manner.
- Ensure monthly review of Nominal, Sales and Purchase Ledgers, together with monthly preparation of Accruals and Prepayments spreadsheets.
- Analyse each school's financial performance and work with the Finance Director to provide suitable recommendations for future longer term options.
- Ensure that all Budget Holders have adequate financial control over their respective budget Cost Centres.
- Work with all departments and the management teams to assist with financial decisions.
- Monitor all acquisitions for CIF schemes in development and prepare schedules of under/over financings for development purposes.
- Attend Local Governing Body meetings to provide management accounts reports and explanations, accordingly.
- Assist with making sure that the Trust is compliant with financial governance requirements.
- Research opportunities for and assist with negotiating and obtaining additional funding.
- Provide information before and during external and internal audits in a timely manner; liaise with auditors to confirm profit and loss account balances and balance sheet reconciliations as required.
- To ensure that the MAT has appropriate Financial Management Systems in place and manage these in accordance with agreed policies and timescales.



- To take responsibility for the timely and effective introduction of Financial Management Systems and Processes in Academies joining the MAT, whilst implementing required financial reporting procedures.
- Check the accurate recording of VAT for the Trust and assist with HMRC VAT Returns.
- Check the accurate recording of PAYE/NIC for the Trust and assist with HMRC Annual Returns.
- Review of all financial internal systems and ensure that all administrative systems provide the appropriate financial control.
- Provide recommendations for future software requirements to enable the Finance Department to function in a rapidly expanding environment.
- Participate in various strategic projects and provide the necessary systems training within the Finance Department as and when required.
- Assist with ESFA grant application.

Line management

- Responsible for the day to day performance management of a team of Finance Assistants
- Supervise and authorize the transactions processed by the Finance Assistants
- Full Performance Management process for a team of Finance Assistants
- Full Probationary Review process for a team of Finance Assistants
- Supervise the daily running of the Finance Office, with effective and efficient integration of all Finance Office personnel

Professional Development

- Maintain personal professional development to ensure that the knowledge and skills required to fulfill the role of Finance Management Accountant are up to date
- Be a professional role model, and understand and promote the aims of the School and the values of the Trust
- Maintain registration with the Association of Accounting Technicians

Special conditions of employment
<p>Rehabilitation of Offenders Act 1974</p> <p>This job is exempt under the Exceptions Orders to the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant cautions, convictions, bindover orders and warnings being considered.</p> <p>If the jobholder is arrested, summonsed for an offence or receives a conviction a bindover order or a warning given by a police force, they are required to inform the Headteacher of this fact immediately. Such information will be treated in confidence, so far as this is consistent with the safety of children, compliance with statutory child protection procedures and the School's relevant policies. Failure to disclose such information may result in disciplinary action which could lead to the termination of the jobholder's employment.</p>

Safeguarding and Promoting the Welfare of Children and Young People

The jobholder is required to follow all of the School's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The jobholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.

Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or failure to act. Full guidance regarding health and safety is set out in the School's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager, and the jobholder is required to comply with these and to use any protective clothing or equipment as instructed at all times.

Confidentiality and Data Protection

The jobholder is expected to comply with the provisions of the Data Protection Act 2018. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the School's Data Protection Policy. Nothing shall prevent the jobholder from disclosing information that they are entitled to disclose under the Public Interest disclosure Act 1998 as amended, provided that the disclosure is made in accordance with the provisions of that Act/s.

Equality and Diversity

The School and the Trust are committed to equality and value diversity. As such the School and the Trust are committed to fulfilling their Equality Duty obligations and expect all employees to share this commitment. The Duty requires the School and Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.

Training and Development

The School has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their continuous professional development and learning, and to attend and participate in any training or development activities required to assist them in fulfilling their role and meeting their safeguarding and general obligations.

The Trust Operates a Strictly No Smoking Policy

This applies to all School premises and those where School services are provided.

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing



jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

Job description reviewed by: Elaine Hart, Head of Financial Projects

Date: July 2021