

Management Accountant

HISP Multi Academy Trust

Job Description

Head of Finance

HISP Multi Academy Trust

Job Decription

**Salary Grade: Grade G (£44215 - £49520)**

**Contract: Permanent**

**Responsible to: Head of Finance**

Job Purpose

* Working with Finance Business Partners ensure monthly financial statements are produced for all budget holders and ensure the organisation has an up-to-date position with the finances to support decision making.
* To contribute to the overall Trust reporting of the organisation’s financial position and the reasons behind variations to plan, including consolidation of financial information from multiple schools and business entities within the Trust
* Proactively work with Finance Business Partners to ensure budget holders are supported to resolve any concerns or difficulties with their financial performance.
* Preparation of the annual budget and medium-term financial plan including agreeing and developing key assumptions with key stakeholders
* To Deputise for the Director of Finance and provide leadership to the wider finance team as required

Main Duties

The duties and responsibilities listed below are indicative of the tasks the Head of Management Accounting will perform and are not intended to be an exhaustive list. The post holder will be expected to take on additional responsibilities appropriate to the role as they arise.

Financial Management

* To lead the month and year end processes within the Trust in line with the organisation’s deadlines, ensuring the reported position against budgets is accurate and in line with financial procedures.
* To investigate and report on significant budgetary variances, identifying any remedial action that needs to be taken.
* To analyse the month, end financial position, investigate variances, and make appropriate adjustments if necessary, in line with internal procedures.
* To produce monthly financial reporting for the Director of Finance, summarising the financial performance to date and providing explanations of key variances.
* To meet regularly with Finance Business Partners and budget holders to assess financial performance and to provide financial management information, analysis and advice.
* To ensure budget holders and managers have an awareness of financial performance requirements, including the need for budgetary control and adherence to SFI’s, and to provide financial awareness training where necessary.
* To support the preparation of regular and ad hoc financial statements, variance analysis and to produce a forecast out-turn position monthly for management review.
* To work with internal and external audit and ensure follow up and implementation of matters arising.
* To liaise with and assist other staff within the Trust Finance and HR Teams to ensure that corporate, statutory and performance monitoring requirements are met.
* To work on obtaining information that provides more detail to support reporting from the general ledger. This could include payroll information and the breakdown of information from suppliers, Access HR & budgeting systems

Year end financial planning

* Support year-end financial management and reporting including assisting with the completion of the annual accounts.
* To manage the preparation of future year budgets taking into account relevant activity data, cost pressures and service developments and working with Finance Business Partners and Budget Managers to establish budgetary submissions.
* Develop robust income plans in conjunction with Budget Managers ensuring that opportunities are explored, and risks are quantified.
* To ensure that budgetary information in the Trusts budget system is kept up-to-date and is a reliable source of information.

Business Analysis

* To analyse the impact of service changes and provide the cost implications of service redesign, adjusting budgets in accordance with changes provision if necessary.
* To work with budget managers and the Director of Finance to prepare business cases and bids for new business and/ or service re-design.
* To identify and drive cost improvement programmes to deliver VFM
* Support other members of the Finance and HR Team with ad-hoc projects.
* To work with the Human Resources, lead to integrate financial information into the Workforce Report.
* To contribute numerical and/ or graphical information that will form part of Trusts Dashboards or information showing progress on the Commercial Strategy.

Accountability

* The post holder will be responsible for managing their own workload to assist the Finance Team and budget holders in meeting their objectives. The level of detail of the work required will need to be assessed taking into account quality of information and timeliness.
* The post holder is accountable for ensuring that duties are carried out in accordance with generally accepted accounting practice (GAAP) and Trusts Standing Financial Instructions.
* To keep up to date with relevant financial developments and national guidance.
* Assist in developing training programme for non-finance managers to improve commercial and financial skills.
* Contributes to the development of financial policies and procedures within the Finance Team and the Trust.
* To work co-operatively with others towards shared goals
* To be aware of and to comply with policies and procedures including those relating to child protection and safeguarding, health and safety, and security and confidentiality
* To promote and ensure the health and safety of students, staff, and visitors always

Professional Development

* Undertake appropriate and regular training and development to maintain knowledge and improve practice.
* Attend briefings and participate in professional development opportunities.
* Keep up-to-date with current educational developments and legislation affecting Financial Management
* Participate in regular performance management for self and lead appraisal reviews for direct report staff.

Supporting the Trust

At an appropriate level, according to the job role, grade and training received, all employees of the Trust are expected to:

* Support the aims, values, mission and ethos of the Trust and participate in a team approach to all aspects of school life.
* Attend and contribute to staff meetings and INSET days as required and identify areas of personal practice and experience to develop.
* Take appropriate responsibility for safeguarding and children’s welfare.
* Be aware of health and safety issues and act in accordance with the Trust’s Health and Safety policy.
* Ensure Trust policies and procedures are implemented and followed.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the HISP Multi Academy Trust reserves the right to update your job description, from time to time, to reflect changes in, or to, your job. You will be consulted about any proposed changes.