



Management Accountant Role Description, St Francis CMAT

Start date: Immediate
End date: 31.03.2023
Based: Hallam Pastoral Centre, St Charles Street Sheffield, S9 2WU
Contract: 37.5 hours per week
Core hours: 8:30 – 16:30
Holidays: 1.5 per calendar month plus bank holidays
Fixed salary: £40,000 - £45,000 (depending on experience)
Pension: LGPS (if employed directly)

Overview

St Francis CMAT will start onboarding primary academies in September 2022 with eight expected to be part of the group before the end of the calendar year.

Your role will be an integral part of the finance team supporting the CFO on the production and consolidation of the monthly accounts and reporting.

Initially the role will focus on school-to-school support, creating and embedding new procedures at a local and central level under the guidance of the CFO.

There will also be a requirement to support the central team with all aspects of finance and to ensure the Trust reports in a timely manner and remains compliant.

You will be a confident finance professional, preferably with educational experience but not essential, who can help shape and support the Trust through its initial formative months. A flexible work ethic with experience of change management and system implementation will be vital for this role.

Responsibilities

- Preparing management accounts for the Trust
- Managing and maintaining the ledgers, balance sheet and control codes
- Reviewing monthly bank reconciliations
- Preparing financial forecasts and cashflow forecasts
- Reviewing monthly VAT reports
- Reviewing debtors and creditors schedules
- Oversight and assurance of payment processes, invoicing and cash management
- Advising the CFO on whether new systems are fit for purpose
- Delivering planned and ad hoc training/support to academy staff
- Ability to deputise for the CFO

The Successful Applicant

You will be part of a small enthusiastic and hardworking team, and should possess:

- Good oral and written communication skills
- Experience in the production of management accounts from multiple sites
- The ability to work independently and to carry out assignments without supervision
- Excellent systems and data manipulation skills

Person Specification

Education and training	Essential	Desirable
Relevant accounting or finance qualification e.g. ACCA, CIPFA, CIMA, or working towards full accountancy qualification or substantial relevant experience		*
AAT Level 4 qualified or equivalent degree/diploma in a relevant subject	*	
Take responsibility for own professional development and of maintaining links with appropriate bodies in order to enhance knowledge and sharing of information	*	
Knowledge		
Knowledge of academy financial controls, regulations and grant funding		*
Ability and knowledge to produce budgetary estimates, reports, cash flow and financial and statistical summaries	*	
Knowledge of principles and methods of preparing of management accounts	*	
A working knowledge of FMS		*
Professional Skills		
Strong interest in systems and processes which will add value and assist in managing change in a Finance environment	*	
Excellent interpersonal skills and a track record of establishing and promoting effective working relationships	*	
Clear and persuasive communication skills, written and oral, including the ability to negotiate effectively	*	
Excellent organisational skills, with the ability to plan and balance priorities, maintaining high standards while working accurately and effectively	*	
Customer focused attitude and proven ability to deliver service improvements and work to deadlines.	*	
Personal Qualities		
Assertive, enthusiastic, motivated and committed	*	
Ability to work as part of a team. Understanding all Trust and Academy roles and responsibilities and your own position within these	*	
Friendly with a sense of humour	*	
Committed to Equal Opportunities and inclusion	*	
Proactive, positive and resilient	*	
Willingness to work within the Catholic framework of the Trust	*	
Suitable to work with children	*	

Appointment will be subject to a full DBS