

<b>Job Title</b>	Management Accountant
<b>Date</b>	July 2024
<b>Department</b>	Support Staff
<b>Reports to</b>	Director of Finance & Operations

#### **Purpose of the Role**

Reporting to the Director of Finance & Operations (DOF), the Management Accountant will be responsible for financial reporting, monitoring and planning across the School. This role is pivotal in supporting the schools finance department.

#### **Departmental Information**

The Finance Department consists of the Finance Manager, Payroll and Finance Officer and a Finance Assistant.

#### **Main tasks and responsibilities**

Assist the DFO to prepare the school's annual budget.

Produce monthly management accounts including, posting journals, reconciling balance sheet accounts, producing a summary of accounts and updating forecasts as required.

Management of weekly cash flow control to maintain working capital.

Preparation of the year end accounts and the external audit process.

Maintain a composition fee spreadsheet and preparation of fee contracts.

Assist with the preparation of financial reports to the School Committee.

Produce and update the cashflow, balance sheet reconciliations and journals on a monthly basis.

Develop and improve processes and procedures relating to financial controls and reporting.

Interpret and report on trends and undertake forecasting, modelling and scenario planning as required.

Mentor, guide and support the school finance team (purchase ledger, sales ledger and payroll).

Ensure the school remains financially compliant (Companies House, HMRC, Charities Commission).

Deputise for the DFO as required and carry out additional tasks as directed by the DFO.

### **Person Specification**

#### **Educational Attainment and Qualifications**

Professional accountancy qualification from one of the recognised UK bodies.

#### **Experience, Knowledge and Skills**

<b>Essential</b>	<b>Desirable</b>
Commitment to safeguarding and promoting the welfare of young people	Experience in the education sector
Experience of managing an accounting system, financial controls, monitoring spend against budget and the preparation of accounts	Previous experience of operating payroll
A passion for numbers, strong analytical skills and a high attention to detail whilst working to deadlines	Small team management
Detailed knowledge and application of Excel spreadsheets	Previous use of Accounts IQ (iFinance), Iris Payroll, iSAMS
Exceptional attention to detail	
Ability to multi-task, work to deadlines and remain calm under pressure	
Able to contribute to a team effort and assist others	
A pro-active and hands-on approach to finding solutions and solving problems	
An exemplary record of trust and the ability to maintain confidentiality	

Ackworth School is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. All staff are required to understand and adhere to the Schools Health and Safety policies.

Job descriptions may be subject to review from time to time and can be altered or amended to meet the changing requirements of the School. They are not designed to limit the extent of the role but instead to outline the main tasks and responsibilities.