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## Job Description – Management Accountant (6 months fixed-term)

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### Overall Purpose

Reporting to the Head of Finance (HoF), the Management Accountant, will be responsible for financial reporting, monitoring and planning across the Foundation. This role is pivotal in supporting the schools finance department.

Location: Barrow Hills School and King Edward's Witley

Direct reports: 1 (Accounts Assistant – responsible for some key balance sheet and supplier reconciliations)

Hours of work: Full time school based, 40 hours per week excluding breaks

Annual leave: 30 days per annum (inclusive of Bank holidays), rising to 35 days after 5 years' service

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### Key Tasks and Responsibilities

#### To support the Hof with:

- preparation, analysis and circulation of the termly forecasts and monthly results for Barrow Hills School (BHS) and King Edward's Witley (KESW) including Profit and Loss statement, Cash Flow and Balance Sheet
- preparation of the annual budget for BHS and KESW
- monthly review and reporting of budget spend (both Profit and Loss and Capital Expenditure items) to budget holders and dealing with ad hoc queries on budget spend
- interpret and report on trends and undertake forecasting, modelling and scenario planning as required
- preparation of the first draft numbers for the year-end audit
- develop and improve processes and procedures relating to financial controls and reporting
- assist the HoF with all financial management related queries arising across the Foundation
- preparation of the financial termly reports to Governors, Finance and General Purposes (F&GP) sub-committee, Estates sub-committee and other Governor sub-committees as required
- monitoring of the Strategic Financial Plan
- advice on taxation matters generally and, where appropriate, ensure compliance with regulations for VAT

#### Responsible for:

- preparation of the annual Management charges between the two schools
- preparation of a weekly cashflow for the main bank account and management of the loan facilities to meet working capital needs
- control of the finance accounting system, including the coding and administration of the system such as closing month end periods
- preparation of any reports needed for the Office for National Statistics and schedules for external audit

- preparation of the quarterly VAT return
- act on behalf of the Head of Finance in times of absence

### **Other**

- support other staff, where appropriate, through monitoring and coordinating their workload and providing guidance
- work with the HoF to develop training and information for budget holders and finance staff
- to ensure that the charity operates within any applicable legislation
- to carry out such other duties as directed by the Head of Finance and/or the Director of Finance and Operations

The nature of Schools is that all staff need to be able to respond to the dynamic needs/demands of the schools in order to provide a safe and appropriate teaching/ pastoral environment. The Duties and Responsibilities, therefore, need to constantly adapt and be responsive to the needs of the schools.

### **Person Specification**

#### **Essential**

- commitment to safeguarding and promoting the welfare of young people
- proven record of successfully managing people
- able to form effective relationships with internal and external stake holders
- experience of managing an accounting system, financial controls, monitoring spend against budget and the preparation of accounts
- a passion for numbers, strong analytical skills and a high attention to detail whilst working to deadlines
- high level of Excel/modelling skills
- ability to communicate effectively at all levels in the written and spoken word
- ability to work to deadlines and to set and maintain high standards of financial and administrative efficiency
- pro-active and hands-on approach to finding solutions and solving problems
- commitment both to the job and the ethos of the schools

#### **Desirable**

- proven experience in the charity sector, of financial control systems and the preparation of accounts
- professional accountancy qualification from one of the recognised bodies