Assistant Management Accountant
Salary Range: £26,999-£33,799
JOB DESCRIPTION
September 2019

Responsible to: Trust Accountant

Hours: 36.5 hours per week, full year

1. MAIN PURPOSE OF THE ROLE

- To assist the Trust Accountant in the delivery of timely and accurate monthly management accounts
- Work closely with the Trust Accountant

2. DUTIES AND RESPONSIBILITIES

Main responsibilities:
- Preparation of monthly balance sheet reconciliations
- Assisting with budgeting and forecasting
- Accruals, prepayments, journals etc
- Variance analysis and investigation
- Manage sales ledger and credit control processes
- VAT returns
- Notify the Trust Accountant of any non-compliance with procedures
- Ensure best value is achieved throughout the Trust
- Liaise with internal and external stakeholders
- Development of systems and processes to improve the finance function
- Contribute to the year-end accounts preparatory work

General Duties:
- To maintain personal and professional development to meet the changing demands of the job and participate in appropriate training activities
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job
- To undertake health and safety duties commensurate with the post and/or as detailed in the Trust’s Health and Safety Policy.
- The Trust is committed to safeguarding and promoting the welfare of children and young people and the school expects all staff and volunteers to share this commitment.

Contacts:
In all contacts the post holder will be required to present a good image of the Trust as well as maintaining constructive working relationships.

Internal
Teaching staff, Support staff, Leadership Teams throughout the Trust
External Auditors, Suppliers, Customers, Regulatory bodies

3. ACCOUNTABILITY AND REPORTING

- Reporting to the Trust Accountant

4. LINE MANAGEMENT RESPONSIBILITY

- None

5. SPECIAL CONDITIONS OF EMPLOYMENT

5.1 Rehabilitation of Offenders Act 1974

- This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974.
- Appointment is subject to an enhanced DBS (Disclosure and Barring Service) disclosure and any relevant convictions, cautions and reprimands being considered.
- The jobholder must disclose any convictions, cautions or reprimands which have been acquired after DBS clearance has taken place. If this does not occur, the jobholder may be managed in accordance with the Trust's Disciplinary Procedure.
- Further information about the Disclosure and Barring Service is available from www.homeoffice.gov.uk/dbs.

5.2 Health and safety

- The jobholder is required to exercise duty of care by taking responsibility for her/his own health and safety and that of others, who may be affected by their acts or omissions (failure to act).

5.3 Equality and inclusion

- The Trust is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment.

5.4 Safeguarding

- The jobholder is expected to observe her/his obligations in accordance with the Safeguarding Policy and to report any concerns that they might have regarding any child’s welfare to the appropriate person.

5.5 Staff code of conduct

- The postholder is expected to observe the staff code of conduct and be a role model for others.

5.6 Security of information

- The jobholder is expected to observe all legislation and professional guidance in relation to data protection and confidentiality.

5.7 Right to work

- The jobholder must have permission to live and work in the UK.