

Job Description

Trust Management Accountant

Activity code: TBC **Cost centre:** 2SLT

Job title	Trust Management Accountant	Based at	Central
Line Manager	CFO, CEO		
Direct Line Management responsibility	N/A	Indirect Line Management responsibility	Trust Finance Administrator, Trust Finance Assistant, Trust Payroll Administrator, Trust Payroll Assistant
Frequent working relationships	Trust Finance and Procurement Manager Payroll Manager CFO/CEO		

Main purpose of the role	To assist the Chief Finance Officer ensuring the effective management of the Trust's finances by providing accurate & timely financial information to enable decision making.
---------------------------------	---

Duties & responsibilities

For all roles

- Understand and implement all Safeguarding policies and procedures in relation to working with children and young people
- Adhere to all Trust policies and procedures
- Be responsible for own continuing professional development
- Attend meetings as requested
- Maintain confidentiality at all times
- Undertake other duties as appropriate to the level of the role as required

Duties & responsibilities

1. To directly support with the preparation of annual detailed school budgets using the Trusts budgeting software.

2. To prepare and review monthly management accounts, forecasts and other required written reports for schools, CFO and CEO.
3. To meet regularly with school leaders to ensure that budgets and longer term forecasts are accurate and to support with the management of budgets within allocated resources.
4. Monitor actual income and expenditure against the budget throughout the year, identifying any variances and proposing corrective actions
5. Maintain accurate records of income, expenditure, and cash flow
6. Conduct risk assessments related to financial activities, addressing potential fraud, errors, or inefficiencies
7. To assist in the preparation of year end documentation to support the successful annual closure and audit of the Trusts accounts.
8. Oversee and account for restricted funds, grants, and donations, ensuring they are spent appropriately and reported accurately
9. Ensure the Trust complies with financial standards and regulations, such as those set by the DfE and HMRC (e.g., VAT accounting, payroll taxes, pension contributions)
10. Update and implement financial policies as needed
11. To support the CFO and school staff in the correct application of and adherence to Trust financial procedures and Academy Trust Handbook
12. Develop and implement financial strategies to support sustainability initiatives and promote eco-friendly practices within the Trust
13. To provide cover for other Central finance office staff as necessary.

This job description is not exhaustive and does not form part of your contract of employment. This document will be reviewed annually as appropriate.

Mandatory training

Prior to starting employment

- Child Protection/Safeguarding
- Online safety
- Prevent
- Cyber security
- GDPR
- Equality & inclusion
- Health & Safety awareness (in induction pack)
- Fire awareness (in induction pack)
- Health & Safety induction

Date: April 2025



Person Specification

Trust Management Accountant

Qualifications		Essential	Desirable	How identified		For shortlisting only
Criteria				Application form	Interview	Criteria met (application form)
1.	Qualified or part-qualified accountant (e.g., ACCA, CIMA, AAT) or equivalent experience in financial management	✓		✓		
2.	Evidence of continuous professional development in finance or accounting	✓		✓		

Experience		Essential	Desirable	How identified		For shortlisting only
Criteria				Application form	Interview	Criteria met (application form)
1.	Experience in a similar role	✓		✓		
2.	Experience in a similar role within the education sector		✓	✓		
3.	Proven experience in financial reporting, budget management, and forecasting	✓		✓	✓	

Knowledge		Essential	Desirable	How identified		For shortlisting only
Criteria				Application form	Interview	Criteria met (application form)
1.	Strong knowledge of accounting principles and financial management	✓		✓	✓	

2.	Strong understanding of accounting principles and financial management practices	✓		✓	✓	
3.	Knowledge of school funding mechanisms and public sector financial regulations		✓	✓	✓	

Skills		Essential	Desirable	How identified		For shortlisting only
Criteria				Application form	Interview	Criteria met (application form)
1.	Proficiency in financial software and tools	✓		✓		
2.	Excellent analytical and problem-solving skills	✓		✓	✓	
3.	Ability to prepare and present financial report	✓		✓	✓	

Other		Essential	Desirable	How identified		For shortlisting only
Criteria				Application form	Interview	Criteria met (application form)
1.	Strong interpersonal and communication skills, with the ability to build relationships at all levels	✓		✓	✓	
2.	Proactive and solution-focused approach to problem-solving	✓		✓	✓	
3.	Ability to work under pressure, manage competing priorities, and meet deadlines	✓		✓	✓	
4.	High level of integrity, confidentiality, and professionalism	✓		✓	✓	
5.	Displays an awareness, understanding & commitment to the protection &					

	safeguarding of children & young people					
--	---	--	--	--	--	--