



**North East
Learning Trust**

Management Accountant
Applicant information pack

Management Accountant
Grade 9/10 SCP32 – SCP37
£40,221- £45,441
(starting salary depending on experience)
Permanent 37 Hours per week

Working for North East Learning Trust means joining one of the most successful and ambitious education trusts in the country and one of the largest school networks in the region. Our vision is simple and shared by all staff – that every child experience excellence every day – as part of the Trust Head Office team you will play an important role in supporting front line staff to deliver outstanding outcomes for children across our region. As we continue to expand, this is a great opportunity for you to grow and develop.

We are looking to appoint a self-motivated and enthusiastic Management Accountant who will support the strategic growth of our schools and ensure their financial stability.

Working closely with the Head of Finance, Headteachers, and senior management, you will have a direct impact on our schools' financial health by operating at both a strategic and operational level, ensuring smooth financial planning and decision-making. You will oversee accurate financial reporting, lead budget-setting processes, and provide long-term financial planning advice. Additionally, you will develop strategies for resource optimisation, ensure compliance with financial regulations, and support audits to maintain robust financial controls.

If you are passionate about driving financial performance and contributing to educational excellence, we encourage you to apply!

You will be based at our Head Office in Peterlee with some travel to schools across our Trust.

The successful candidate will:

- Have a recognised qualifications in a relevant discipline
- Have experience working in a Management Accounts role
- Have experience of procurement and capital budgets
- Have excellent communication skills and organisational skills
- Be highly competent in analysis and interpretation of information
- Have strong interpersonal skills

We will offer you:

- Excellent working environment and ethos
- National Terms and Conditions of Employment (NJC Green Book)
- Access to the Local Government Pension Scheme
- Generous 32 days holiday entitlement, plus 8 days public holidays
- One paid Wellbeing Day per year
- Free on-site car parking
- Lifestyle savings and range of discounts from top retail brands
- Discounted gym membership
- Employee Assistance Programme offering free confidential advice and counselling services for staff and their family members.

Deadline: 7th October 2024 (9am)

How to apply:

Application packs can be downloaded from our website.

Application forms should be returned to humanresources@nelt.co.uk or by post to Human Resources, North East Learning Trust, Traynor House, Traynor Way, Whitehouse Business Park, Peterlee. SR8 2RU. You can if you wish, submit a covering letter to support your application; please do not submit a CV unless it is to complement your application form.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment. All posts will be subject to receipt of satisfactory enhanced DBS disclosure, medical and reference checks. All pre-employment checks are in line with "Keeping Children Safe in Education" and the Trust's Safeguarding Policy which is available on our website.



Job description

Job Title: Management Accountant
Responsible to: Head of Finance
Responsible for: Management Accounts
Salary Band: Grade 9-10 SCP 32 – SCP 37

Job Purpose

The Management Accountant will play a critical role in the financial management of North East Learning Trust, providing strategic financial analysis and support to aid decision-making across a portfolio of schools. This position is essential for ensuring financial stability, supporting school development plans, and delivering high-quality financial services. The role requires close collaboration with school leadership and the central Trust team to ensure effective communication, compliance with financial regulations, and optimal resource allocation, all aimed at enhancing educational outcomes for all students.

Duties and responsibilities

Strategic Partnership:

- Oversee all financial management for a portfolio of academies.
- Act as the key contact between school leadership teams and the central Trust team.
- Serve as the primary liaison between school support service managers and the central Trust team, leveraging multidisciplinary experience with central operational departments (Estates, Finance, HR, Marketing, Health & Safety) to improve efficiency and achieve operational delivery.
- Work effectively with other central support service areas to deliver school development plans.
- Contribute to strategic decision-making at both the school and Trust levels.
- Engage in decision-making for major projects and financial changes impacting schools.
- Assist the Head of Finance in engaging schools in budget setting and long-term financial planning.

Financial Reporting:

- Produce and deliver accurate management accounting reports, KPIs, and dashboards.
- Critically assess financial performance, sustainability and financial risk.
- Coordinate month-end close-downs and reconciliations.
- Provide regular financial reporting, insights and trend analysis to aid decision making.
- Use financial management information to benchmark school performance, assess trends and identify areas for investigation to improve operational performance.



Budget Oversight:

- Coordinate month-end closures and manage reconciliations.
- Support the annual budget-setting cycle and long-term financial planning, through the maintenance of curriculum led financial planning and five year medium term plan forecast tools.
- Develop and implement strategies for financial management, budget forecasting, and capital planning.
- To provide advice, guidance, support and challenge to senior leadership teams assisting them in financial management, curriculum planning and operational decisions.
- To maintain budget compliance with Trust target setting and reserves policy.
- To contribute to the development of Trust wide approaches and solutions and ensure the effective implementation at school level of relevant priorities in the Trusts strategic and business plans.
- To support the Trust procurement team in relation to securing value for money and ensuring compliance with UK procurement regulations, Trust policy and industry best practice. e.g. DfE Buying for Schools guidance.
- Ensure proper budgetary sign-off for procurements and payroll approvals.

Resources and Planning:

- Provide actionable insights and recommendations to enhance/maximise resource utilisation.
- Oversee financial management for multiple academies and support their strategic financial goals.
- Identify and monitor sustainable savings and ensure long term planning assumptions comply with the Trust reserves policy.
- Working collaboratively with support service teams to ensure good financial management of resources.

Financial Control & Compliance:

- Uphold trust-wide compliance with financial regulations, statutory reporting requirements, and internal policies.
- Work with School Support Service Managers, to promote consistent practice and collaboratively work with schools and central service departments to embed robust financial controls and best practice, in accordance with the Academy Trust Handbook.
- Act as internal scrutineer and support the internal audit process by ensuring local systems and processes comply with Trust procedures and the Academy Trust Handbook.
- Support and maintain the Trust risk management procedures.
- Maintain asset registers and manage capital accounting records.
- Prepare statutory returns and grant claims.
- Support the annual internal and external audit processes and ensure accurate financial documentation.



Additional Responsibilities:

- Support strategic decision-making by attending senior leadership and project meetings.
- Actively supporting an effective and robust financial control environment, delivering value for money for the Trust.
- Contribute to continuous improvement to identify and implement improvements in financial systems and processes.
- Identify opportunities for maximising and generating additional income through promoting the school, grant funding, lettings and fundraising.
- Support school leaders through collaboration with the central Trust team in developing and managing risk.

General

- To maintain good working relationship with all Suppliers.
- Travel across the schools within the Trust.
- To develop and maintain good working relationships when dealing with queries.
- To support the overall Finance Team with general finance activity.
- The work outside normal school/business hours when required.
- To keep up to date with training relevant to the post.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Health and Safety

It is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work. This includes co-operating with the Trust and colleagues in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly and defects, risks or potential hazards. Specifically:

- To report any incidents/accidents and near misses to your line manager
- To ensure own safety and safety of all others who may be affected by the Trust's business

Safeguarding

The Trust has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its students, each student's welfare is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the Trust's policies and procedures, attend appropriate training, inform the Designated Person of any concerns, record any potential safeguarding incidents appropriately.



Person Specification

Management Accountant

	Essential	Desirable
Education/training	<ul style="list-style-type: none"> Accountancy qualification or equivalent Level 4 qualification in a related vocational or professional field. 	<ul style="list-style-type: none"> Holds or is working towards recognised accountancy qualification e.g. CIMA, ACCA, CIPFA or equivalent Membership of an appropriate professional body
Experience	<ul style="list-style-type: none"> Demonstrable experience in a related finance role Experience in Financial reporting and budgetary control. Experience in the use of financial systems and MS Office Experience and the ability of working independently and to high level of accuracy. Demonstrable experience and understanding of technical accounting issues. 	<ul style="list-style-type: none"> Experience of working in the public sector/school establishment. Experience of procurement, and pursuing grant funding opportunities Preparation of statutory accounts
Skills, Knowledge and Aptitude	<ul style="list-style-type: none"> Ability to provide accurate information, advice and guidance. Excellent communication skills, verbal and written Strong interpersonal skills, particularly in developing relationships with team and internal customers. Able to plan and prioritise work activities. Highly analytical with the ability to interpret and understand financial data. Ability to use IT and supporting software Broad multidiscipline experience working across key business functions. Ability to resolve and reconcile issues by identifying sources of errors, making retrospective corrections and ensuring preventative measures are in place. Ability to prioritise work and meet strict deadlines 	<ul style="list-style-type: none"> Experience of Infor SUN accounts, Infor Q&A and Proactis, would be beneficial.



Personal qualities	<ul style="list-style-type: none"> • Able to work along and as well as part of the team, • Flexible approach to work • Current valid driving licence and access to a car • The ability to work outside of normal school/business hours when required. 	
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References:

References will be requested prior to interview, except for non-teaching roles where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.

DBS:

North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

Pre-occupational health:

Pre-occupational health check is an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

Equal opportunities:

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applicants with disabilities will be granted an interview if the essential job criteria are met.