



**North East
Learning Trust**

Management Accountant
Applicant information pack

Management Accountant

Permanent

Grade 9/10 SCP32 – SCP37

£41,511 - £46,731 per annum (pay award pending)

37 Hours per week

Monday - Friday

At the North East Learning Trust (NELT), we are more than your average multi-academy education trust - we are a tight knit family of schools that support each other and truly embody our region's renowned spirit of collaboration to make sure that children across the North East get the best start in life. Our vision, along with all schools in the Trust, is that every child experiences excellence every day.

Our Trust Central team is vital to our success, providing high-quality school support services that are essential to the effective functioning of our schools.

NELT are looking for a Management Accountant who is passionate about improving financial performance and supporting educational excellence. Come and join us and be a vital part of our journey towards enhancing the educational experiences and outcomes for our students.

You will ensure financial stability and support school development plans. Collaborate with Head of Finance, Head teachers, and senior managers at both strategic and operational levels, working on:

- Strategic Partnership
- Financial Reporting
- Budget Oversight
- Resources & Planning
- Compliance & Control

Your insights will be crucial in supporting decision-making, optimizing resource use, and ensuring financial stability across our portfolio of schools.

We are committed to:

- A vibrant learning community with enthusiastic and engaging students
- A positive and caring ethos
- An excellent learning environment and resources
- A team of hardworking, dedicated and friendly staff where everyone is valued

We will offer you:

- 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.

The successful candidate will:

- Accountancy qualification or equivalent Level 4 qualification
- Established experience working in a Management Accounts role.
- Experience of procurement, capital budgets and pursuing grant funding opportunities would be desirable.

Deadline: Monday 5th May 2025

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 ensure financial stability and support school development plans for North East Learning Trust. This role involves strategic financial analysis, aiding decision-making, and delivering high-quality financial services. Close collaboration with school leadership and the central Trust team is essential for effective communication, regulatory compliance, and optimal resource allocation to enhance educational outcomes.

Duties and responsibilities

- **Strategic Partnership:** Oversee financial management for academies; act as key contact between school leadership and central Trust team; contribute to strategic decision-making and major projects.
- **Financial Reporting:** Produce accurate management accounting reports, KPIs, and dashboards; coordinate month-end closures and reconciliations; provide financial insights and trend analysis.
- **Budget Oversight:** Support annual budget-setting and long-term financial planning; develop strategies for financial management, budget forecasting, and capital planning; ensure compliance with procurement regulations.
- **Resources & Planning:** Enhance resource utilization; oversee financial management for multiple academies; identify sustainable savings; collaborate with support service teams.
- **Financial Control & Compliance:** Ensure compliance with financial regulations and internal policies; promote consistent practice; support internal audits; maintain asset registers and capital accounting records; prepare statutory returns and grant claims.
- **Attend senior leadership and project meetings;** support financial control environment; contribute to continuous improvement; identify income generation opportunities; support risk management.

General

- Develop and maintain good working relationships when dealing with queries.
- Keep up to date with training relevant to the post.
- Travel across the schools within the Trust.
- Work outside normal school/business hours when required.

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 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 Able to plan and prioritise work activities. 	<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. 	

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.

