

## **JOB DESCRIPTION**

**Job Title:** Management Accountant - Academies

**Reporting to:** Director of Finance - Compliance

**Line Managing Responsibilities:** None

**Working with:** Head of Finance – OHCAT  
Management accountants  
Financial Accountant  
Senior Finance Officer  
Principals

### **Main Responsibilities:**

To oversee the financial management for the academies and support other Orchard Hill College Academy Trust “family” financial management needs as required.

### **Specific Responsibilities:**

1. Preparation and reporting of monthly management accounts model including profit & loss, balance sheet and cash flows to regular deadlines.
2. Reconcile key accounts on a monthly basis and update any discrepancies.
3. Work closely with the income team to ensure all funding is recorded, reported and reconciled.
4. Liaise with Senior Finance officer to discuss any issues identified in the purchase ledger.
5. To meet and support budget holders with monthly accounts, with particular attention to student numbers, income, HR and staffing resources, to problem solve where there are budget variances with the relevant manager. To advise the Head of Finance or Director of Finance – Compliance where there are concerns.
6. Ensure HR database provides accurate financial information to support budget management through monthly reconciliations.

7. Preparation and reporting of financial models for annual budgets, three-year plans, and other financial planning information for the academies.
8. Manage academies risks and support as agreed with Director of Finance – Compliance or Executive Senior Leadership Team.
9. To carry out ad hoc projects as required by Executive Senior Leadership Team.
10. To maintain information in a confidential manner, following data protection regulations.
11. To make regular visits to the academies and other sites as needed to ensure the smooth running of the team and functions.
12. To undertake Continuing Professional Development (CPD) and training to update own skills and knowledge.
13. To carry out all duties in accordance with College and OHCAT policies, including the Equality and Diversity Policy, Safeguarding policies and Health and Safety Policy.

## Management Accountant - Academies

### Person Specification

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. **You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form.** If you are selected for interview you may be asked to undertake practical tests to cover the skills and abilities shown below.

#### Qualifications Priority

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|--|---|
| 1. AAT Qualified or Part/Qualified CCAB qualifications.  | 1 |
| or   |   |
| 2. Qualifications in accounting equivalent to the above. | 1 |

#### Abilities, Skills & Knowledge

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|--|---|
| 3. 2 years of accounting experience, including financial management and control. | 1 |
| 4. Good understanding of working within the education sector.                    | 1 |
| 5. Proficient in Excel and other Microsoft packages.                             | 1 |
| 6. Use of Resource financial package or similar.                                 | 1 |
| 7. Clear understanding of accounting tasks.                                      | 1 |
| 8. Ability to carry out financial monitoring and budget setting.                 | 1 |
| 9. Excellent organisational skills.  | 1 |
| 10. Effective communication in writing and verbally.                             | 1 |
| 11. Good interpersonal skills.   | 1 |
| 12. Ability to provide excellent customer service.                               | 1 |
| 13. Discretion in handling confidential data.                                    | 1 |
| 14. Ability to work as part of a team.   | 1 |

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|---|---|
| 15. Ability to use initiative and manage own workload.  | 1 |
| 16. Ability to work under pressure to meet deadlines whilst maintaining accuracy.   | 1 |
| 17. Flexible and adaptable to change in the environment of work.  | 1 |
| 18. Knowledge of current educational issues.  | 1 |
| 19. A commitment to promote the Equality and Diversity, Safeguarding and Health and Safety Policies and other College policies. | 1 |