

Chief Executive: Mr Tarun Kapur CBE
Chairman: Mr Damian McGann

Dear Applicant

Thank you for your interest in the position of **Management Accountant, Dean Trust Ardwick, 345 Stockport Road, Ardwick, M13 0LF.**

Salary – **Band 6 Point 29-31 £25,951 – £27,668** per annum

- Actual Salary Point 29 £25,951 per annum
- 36.25 hours per week, 8.30am – 4.30pm Monday to Friday
- Full time including periods of school closure
- 25/30 day's holiday per year (depending on length of continuous service)
- Local Government Pension Scheme – Greater Manchester Pension Fund
- Initially based at Ashton on Mersey School, Cecil Avenue, Sale, M33 5BP. From September 2018 to be based at Dean Trust Ardwick, 345 Stockport Road, Ardwick, Manchester, M13 0LF

Please find below a job description and person specification.

Background information

The Dean Trust finance function, led and managed by the Chief Finance Officer, prepares and maintains the financial statements for the Dean Trust group of academies and business units. The finance and accounting arrangements therefore provide an interesting challenge.

In broad terms The Dean Trust currently enjoys total revenue grants and other income of circa £34 million per annum.

The Trust's growth plan has an aspiration to become a medium sized regional MAT of 12-15 academies operating within 3 geographical Hubs of Trafford, Manchester and Knowsley/Wigan.

Method of Application

The preferred method of application is electronically via email to recruitment@thedeantrust.co.uk. All applications must be made using the Dean Trust's application form. Applications will be shortlisted for interview and a member of the HR department will contact those applicants who are selected. Applicants who have not been contacted 2 weeks following the close date can assume that on this occasion their application was unsuccessful.

Closing Date

Applications received after the closing time of **Noon Wednesday 24th January 2018** will not be considered.

The Dean Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

If you have any questions please contact us on 0161 973 1179 or email recruitment@thedeantrust.co.uk. Thank you again for your interest in working for The Dean Trust. We look forward to hearing from you.

Yours faithfully

Mr Nick David
Chief Finance Officer

Believe Achieve Succeed

Cecil Avenue Sale Cheshire M33 5BP
t: 0161 973 1179
e: thedeantrust@aom.trafford.sch.uk
w: www.thedeantrust.co.uk



Job Description

The information contained below is to help staff understand and appreciate the work content of their post and the role they are to play in the operation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in this job description.

Job title	Management Accountant – Dean Trust Ardwick
Reporting to	Finance Lead – Dean Trust Central Hub
Main purpose of job	To lead the provision of support for Dean Trust Ardwick financial accounting and assist the wider Trust finance teams, ensuring the delivery of high quality, efficient finance reports and information to the Trust management teams, Governors and Trustees. To effect transactional activity in an effective and customer orientated manner, recognising and maintaining the strong control framework to ensure accuracy and security in all aspects of Trust business. Act as a point of contact for users of the finance service to support their understanding and improve compliance with agreed finance protocols and processes.
Key responsibilities:	
<u>Analysis interpretation and support</u> Provide accurate, robust data and information to support analytical work within Trust academies and other business activities as directed.	
<u>Reporting</u> Accurately and efficiently maintain monthly routines within the finance function to enable timely financial reporting both internally and externally. Examples will include but not limited to the preparation of accounts to Trial Balance stage and full monthly/quarterly management accounts, forecasts and variance analyses for Dean Trust Ardwick.	
<u>Financial accounting and period/year end closure</u> Support the finance teams as directed, ensuring that all activities are accounted for and that appropriate documentary evidence is maintained in support of both internal and external audit review. Adhere to the period/year-end financial closure deadlines including assistance with the preparation of the Group VAT return and production of other statutory reports to be published and submitted by the Trust	
<u>Financial systems and internal controls</u> Ensure that control and procedure frameworks are precisely followed. Identify potential improvements to processes and procedures to improve efficiency and control ensuring these are discussed, approved and implemented in a considered way.	
<u>Budget setting</u> Lead on the short term budget planning for Dean Trust Ardwick and provide support to the Trust finance teams in preparing short term budgets and medium term financial forecasts each financial year. This involve budgetary models, supporting working papers and application of budget planning assumptions across a range of budget lines within specified budget areas as directed.	
<u>Transactional activity</u> Directly responsible for a number of transactional processes- purchasing and accounting-and reconciliations pertaining to Dean Trust Ardwick accounting and financial management. Support the provision of a finance service that meets the needs of both internal and external users and	

stakeholders. Provide help and guidance to the leadership team and other non-finance users in the operation of processes requiring input from other teams within Trust academies and business units.

Financial returns

Take an active role in the preparation, checking and collation of information/data required for the purpose of the Trust's annual financial returns to the ESFA including

1. Accounts return
2. Budget forecast return
3. Budget forecast outturn

Finance support

To provide high quality support and guidance to the leadership team and Governors on a variety of finance, accounting and budgeting matters pertaining to the academy.

Asset management

To ensure that the physical assets at the Dean Trust Ardwick site are accurately recorded and verified on a periodic basis in accordance with Trust accounting policies and procedures.

All employees have the responsibility to:

- Ensure any documentation produced is to a high standard and is in line with the brand style
- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Participate in training and other learning activities as required
- Participate in the school/academy Performance Management process
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- To promote the area of responsibility within the school/academy and beyond
- To represent the school/academy at events as appropriate
- To support and promote the school/academy ethos
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post
- To undertake any other reasonable duties at the request of the Chief Executive Officer, Finance Lead – Dean Trust Central Hub, Chief Finance Officer or Senior Leadership Teams.

The job description will be reviewed as necessary as part of the Performance Management process and is subject to modification and amendment at any time after consultation with the post holder.



Person Specification

Education and qualifications	<p>Essential</p> <ul style="list-style-type: none">• GCSE Maths and English at Grades A* - C or equivalent• Educated to at least A level• Qualified at AAT Level 4 Advanced Diploma in Accounting or above <p>Desirable</p> <ul style="list-style-type: none">• Working towards a professional accounting or business qualification such as ACA,ACCA,CIMA, CSBM
Experience	<p>Essential</p> <ul style="list-style-type: none">• A minimum of 3 years' experience of working within finance and accounting within the last 5 years• Significant experience of management accounting in a high compliance environment• Experience of supporting the work of other team members• Experience of budget planning/monitoring and financial forecasting <p>Desirable</p> <ul style="list-style-type: none">• 1 years' experience of working in an academy or multi academy trust finance environment.
Knowledge	<p>Essential</p> <ul style="list-style-type: none">• Excellent knowledge and understanding of financial operating systems and internal control mechanisms <p>Desirable</p> <ul style="list-style-type: none">• Knowledge of v-lookup, pivot tables and advanced Excel
Skills and abilities	<p>Essential</p> <ul style="list-style-type: none">• Excellent organisational skills• Excellent interpersonal skills• Proven ability to communicate clearly with colleagues at all levels both verbally and in writing• Proven ability to present information in a logical, clear and concise format• Ability to work collaboratively with a range of colleagues• Proven ability to work with autonomy within set boundaries• Ability to manage own workload and support others whilst operating to tight reporting deadlines• Ability to identify priorities quickly and accurately and to ensure that deadlines are met• High level of IT skills particularly in MS Office and bespoke financial accounting software
Motivation	<p>Essential</p> <ul style="list-style-type: none">• Willingness to undertake further training/development opportunities• Willingness to be flexible and to 'get involved'• Proactive individual who shows initiative and takes pride in their role and the quality of their work. Seeks continuous improvement and development
Other	<p>Essential</p> <ul style="list-style-type: none">• Willingness to attend early part of day or evening meetings of academy Governing Body or committees as required

