



JOB DESCRIPTION

Job Title	STEP Management Accountant
Grade	Grade 12 Outer London
Responsible to	Senior Management Accountant & Procurement Lead

MAIN PURPOSE OF JOB

To be responsible for the financial monitoring and reporting of the Trust, providing a link between STEP Trust Central Team and the academies by working with the Business Advisors and Central Team to provide accurate budget monitoring and financial data.

- To ensure Trust Leaders are kept informed of financial performance of the academies and central team through regular preparation, analysis and reporting of monthly management accounts.
- Assist in budget and forecasting process to ensure that individual schools budgets across the Trust are designed to facilitate Trust Senior Leadership Team plans for school improvement
- To maintain accurate financial records
- To support the Business Advisors in their financial management responsibilities
- To be responsible to the Senior Management Accountant & Procurement Lead from whom they will receive formal supervision and who will allocate work when necessary.
- To work within established procedures and guidelines and to prioritise day-to-day work.
- Promoting the aims, objectives and ethos of STEP Academy Trust
- Establishing good working relationships with all stakeholders
- To undertake other duties required by the line manager to ensure the effective running of the Trust
- Perform strategic procurement activities across multiple categories of spend, to achieve better value for money for the Trust
- Assist in the Development, implementation and deliver of Procurement Policy, Plan and Strategy to ensure value for money associated with the acquisition of goods and services without the processes being overly bureaucratic

The role will also support the Head of Compliance and Finance in the relationship with Auditors and production of the annual Trustee Report and Financial Statements.

KEY RESPONSIBILITIES

Management Accounts

- a) Undertake all salary forecasting across STEP, with support and input from Business Advisors
- b) Review of monthly management accounts and budget monitoring reports for academies and central services, highlighting areas requiring attention to the Head of Finance and Compliance and providing feedback to academy finance teams
- c) Producing accurate forecasts of expenditure and payroll as part of the Trust's monitoring procedures
- d) To liaise with and support the Trust Business Advisors to ensure that forecasts are accurate and that management accounts reflect the current and anticipated changes within the academies and central operations.
- e) Ensure monthly management information from network of academies is both accurate and fulfils the requirements of the Trust
- f) Assisting Academies in the development of internal controls and systems that meet the requirements of the Trust
- g) Assisting Academies and the Head of Finance and Compliance in development and delivery of financial plans
- h) Provide support to budget holders to successfully manage budgets
- i) Provide additional reporting as required e.g KPIs
- j) Supporting the Head of Finance and Compliance in preparation of Trust-wide financial manuals and guidance notes
- k) Supporting the preparation of annual academy budgets and performance management data in accordance with the requirements of the Trust Board, and DfE
- l) Support the Head of Finance and Compliance in the preparation of annual accounts, DfE returns and other financial statements in accordance with the Companies Act 1985 and DfE requirements
- m) Providing support and guidance to academies on the use and operation of The Trust finance system where appropriate
- n) Support with the preparation of The Trust's Academies Accounts Return
- o) Support Central Team in the understanding of management accounts and in managing budgets
- p) Participation in the life of The Trust network e.g. attendance at events, assistance with financial advice on specific projects and proposals.

Contract Management and Procurement

- a) In conjunction with the central finance team, to undertake negotiations with potential and existing suppliers to ensure the Academy obtains best value for goods, services and works procured
- b) To ensure that the Academies adhere to the Procurement guidelines and that major procurement is communicated to the leadership team and governors

- c) Analysis of non-pay expenditure to identify areas where savings are possible through improved terms
- d) Assist in simplifying, clarifying and streamlining the procurement process of the organisation
- e) Assist in contract reviews and negotiations with major suppliers, seeking optimal terms
- f) Partner with stakeholders to ensure specification of requirements are clean and well documented
- g) Perform cost and scenario analysis, and benchmarking
- h) Assess, manage and mitigate financial and legal risk
- i) Assist in the negotiation, letting and implementing supply arrangements with “blanket” overall contracts enabling departments to order common items on a delegated basis for major goods and services
- j) Assist with the design and delivery of staff training and development needs, in respect of procurement
- k) Support fair and equitable treatment of all persons / suppliers to high ethical standards and raise awareness of commercial issues across the Trust
- l) Assist in the monitoring and reporting on the Trust’s overall procurement performance and recommend updates to procurement procedures as needed

Safeguarding commitment

STEP Academy 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 enhanced DBS check is required for this post.

Personal Development

Maintain a commitment to your own professional development. Be aware of changing employment legislation, new developments and innovations through the use of publications, internet and other resources. Stay informed about relevant changes and emerging themes within the sector.

Commitment to Equality and anti-racism

STEP Academy Trust has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.

Commitment to Diversity

Take individual and collective professional responsibility for championing the Trust's anti-racism agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity.

Green Statement

Seek opportunities for contributing to sustainable development of the Trust, in accordance with the Trust’s Green Commitment. In particular, demonstrate good environmental practice such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction.

Data Protection

To be aware of the Trust's responsibilities under the Data Protection Act 2018 and GDPR and ensure compliance.

Confidentiality

You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence.

Health & Safety

Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

The post holder may be required to perform other than these duties given in the job description. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility. The job description is not a comprehensive statement of duties but sets out the main expectations of the Trust.

PERSON SPECIFICATION

Job Title: STEP MANAGEMENT ACCOUNTANT

Category	Essential	Desirable	Assessed by: Application Form	Assessed by: Interview	Assessed by: Task
Qualifications					
Educated to a minimum of NVQ Level 4 in a relevant discipline/subject	√				
Certificate or Diploma of School Business Management from the National College for School Leadership (NCSL)	√				
Accountancy qualification to a minimum of AAT technician stage		√			
Appropriate qualification, or willingness to undertake training, in Procurement and Contract Management	√				
Experience, Knowledge & Skills					
Experience of using computerised systems for budget planning, monitoring, management and the financial regulations applicable to Academies	√				
Experience of using information systems including computerised systems in an administrative environment	√				
Experience of providing high-level administrative support including experience of managing staff	√				
Experience of developing and implementing a range of administrative and technical policies and procedures.	√				
Experience of analysing data, developing systems, problem solving and project management	√				
Experience of constructing and writing bids and understanding contracts		√			
Knowledge of budget management and resource planning and a practical knowledge of different avenues of funding	√				
Ability to undertake a wide range of finance, and administrative tasks	√				
Ability to analyse and interpret complex information, make recommendations, manage change and have an impact on future planning.	√				

Ability to collate statistical data and present in written reports	√				
A good understanding of equal opportunities issues as they affect pupils and their families. Knowledge and understanding of the nature and effects of racial and economic disadvantage and inner city deprivation and the ability to develop appropriate responses to the needs arising. Knowledge and understanding of child protection and safeguarding.	√				
Proven literacy, numeracy and communication skills including being able to respond appropriately to staff, governors, pupils, outside agencies and the Local Authority	√				
At least 2 years' experience of working as a Business Manager	√				
Personal attributes					
Ability to work successfully as a team member establishing effective working relationships and flexible working practices	√				
Ability to work under pressure in a constantly changing and demanding environment and remain professional at all times.	√				
Ability to communicate effectively and support staff appropriately	√				
Physical ability to perform the duties of the post with the support of aids or adaptations as required.	√				