**St Gregory the Great Catholic Academy Trust**

**Finance/Management Accountant**

**Contract:** Permanent, Required June/July

**Working Pattern:** Full time 37.5 hr/week

**Holiday Allowance:** 25 days plus 8 Bank holidays (This should be taken mainly during periods of school closure)

**Salary:** £29,909 – £32,232

**Closing Date: 9am Wednesday 15 May**

The St Gregory the Great Catholic Academy Trust was established a year ago with a single primary school and is now expanding with a further 6 schools joining in September 2019. The trust board requires a financial accountant to support the financial aspects of the trust, ensure compliance with the requirements of the ESFA and support the drafting of accounts. This is a trust that though small is set to grow significantly to around 22 schools and so there are opportunities for future promotion. Although you will be the accountant in this trust you will have the opportunity to work with colleagues in the other four diocesan trusts sharing best practice and supporting each other.

St Gregory is the patron saint of students and teachers and in keeping with this the trust is aspirational for all its pupils and staff.

*The trust and its academies are committed to safeguarding and promoting the welfare of children and applicants will be required to undertake an enhanced DBS check. We will take references on short listed candidates that will include questions on past disciplinary actions or allegations in relation to behaviour with children and may approach previous employers for information to verify particular experiences or qualifications prior to interview*

**Job Description**

**Purpose:**

* Ensure effective financial processes and systems are reviewed and maintained across the St Gregory the Great Catholic Academy Trust as it grows in line with the requirements of the Academies Financial Handbook and BWCAT Financial Policies and Procedures
* Provide a supportive link between Trust and the academies by working with the finance staff in individual academies

**Responsible to:** Trust Board

**Responsible for:**

* Overall: Effective support for and accurate monitoring and reporting of all Trust/Academies financial aspects
* Review of monthly management accounts and budget monitoring reports for academies, highlighting areas requiring attention to the board team including payroll and other reconciliations and journal entries
* Ensure monthly management information from academies is both accurate and fulfils the requirements of the board
* Assisting schools in the development of internal controls and systems that meet the requirements of the Board
* Assisting Academies and the board in the development and delivery of financial plans
* Supporting the board in preparation of Trust-wide financial manuals and guidance notes
* Supporting the preparation of annual academy budgets and performance management data in accordance with the requirements of the Trust Board, Academy councils(Local Governing Bodies) and DfE
* Support the Board in the preparation of annual accounts, DfE returns and other financial statements in accordance with the Companies Act 1985 and DfE requirements
* Providing support and guidance to academies on the use and operation of The Trust finance system where appropriate
* Support with the preparation of The Trust’s VAT return and other HMRC returns
* Provide finance training to staff in academies as required
* Participation in the life of the Trust e.g. attendance at events, assistance with financial advice on specific projects and proposals.
* Contribute to building The Trust service culture and team ethos
* Contribute to the development of The Trust Strategic Plan
* Adhere to responsibilities under security information, Health & Safety legislation and policies
* Any other duties commensurate with the role

**Person Specification**

**Essential**

* Full or part qualified professional qualification in accounting
* Good capability with finance software and Excel. Word and Powerpoint
* Risk Management experience
* Track record in effective budget preparation and control
* Experience in preparing monthly and annual reports for senior management
* Experience in interpreting financial reports and accounting information for management and identifying actions required as a result
* Strong commercial awareness
* Strong Analytical and problem solving skills
* Able to identify with and actively promote the goals and ethos of the Trust and its academies
* Excellent communication and presentation skills
* Proactive, innovative approach and constantly looking for improved ways of working
* The ability to relate well to colleagues at all levels
* Work well under pressure working accurately with attention to detail, and meeting deadlines
* Be flexible and able to prioritise conflicting requirements
* Experience of finance relating to an educational setting
* Willingness to travel
* Driving licence

**Desirable**

* An understanding of Catholic education
* Proven track record in a senior position of a significant finance function
* Knowledge of PS Financials
* Demonstrate a positive commitment to equality and diversity