



The STAR Multi Academy Trust

JOB DESCRIPTION

POST: Trust Accounting Manager	
GRADE: Band 12	
RESPONSIBLE TO: Chief Operating Officer	
STAFF MANAGED: Support staff (e.g. Finance team)	
POST REF:	JOB FAMILY: 3
JOB PURPOSE:	<p>To manage the Trust's finance systems and finance support staff</p> <p>To provide professional advice and support to the COO, Headteachers and leadership teams, undertake analysis and offering recommendations in relation to budget forecasting and monitoring.</p>
JOB CONTEXT:	<p>Required to work within and comply with financial regulations and within the limitations of Trust budgets allocated to the Trust.</p> <p>The role is office based.</p> <p>Enhanced DBS required.</p>
ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Operational Issues	<ul style="list-style-type: none"> • To ensure all relevant ESFA and statutory finance paperwork is completed and returned by deadlines. • Produce budget reports from information on financial systems • To produce and present reports to Trustees, Headteachers, Leadership Teams and Governors for information and approval. • To compile statistics and monthly returns, checking and analysing these returns and raising any queries. • To complete all year-end close down paperwork by the required deadlines. • To prepare for Audit inspections and make subsequent recommendations to the COO and CEO (Accounting Officer) • Deals with VAT returns • To work with the MAT finance team and the schools on financial benchmarking, comparative statistical analysis and run an annual check. • To negotiate best price when dealing with contractors and suppliers. • To prepare tenders and draw up contracts. • Assist with the procurement within the Trust, including contract management and compliance to contractual conditions.
Communications	<ul style="list-style-type: none"> • Communicate effectively with all stakeholders and provide advice on financial procedures and regulations as appropriate. • Provide advice and guidance to the COO/ Trustees/ Headteachers and LGBs on the interpretation of the finance data to enable them to make effective resource

	<p>deployment decisions</p> <ul style="list-style-type: none"> • Advise other staff on financial procedures
Partnership or Corporate Working	<ul style="list-style-type: none"> • Work with staff to ensure compliance with financial procedures and regulations
Resource management	<ul style="list-style-type: none"> • To manage the process of paying suppliers including reconciling orders, cheque production and subsequent filing invoices. • To manage the counting and banking of Trust monies and issuing of relevant receipts. • To be responsible for managing and advising on the Trust budget • To generate a monthly budget monitoring report and analyse this feeding back to relevant parties the current financial statuses and bring any problems to their attention. • To ensure capital is available for relevant site work. • To ensure grant allocations are used effectively. • Expected to solve most problems independently but refer to the COO for guidance on solving serious financial problems such as funding issues. • To line manage a small team of support staff, including providing advice and guidance to the finance assistant. • Attend staff meetings and training days.
Safeguarding	<ul style="list-style-type: none"> • Be responsible for promoting and safeguarding the welfare of children and young people that you come into contact with, by knowing who to report your concerns to.
Systems and Information	<ul style="list-style-type: none"> • Maintain the Trust's accounting system. • To manage an organised and effective filing and record system ensuring that this is auditable if required. • Share information appropriately – in writing, by telephone, electronically and in person.
Strategy Development	<ul style="list-style-type: none"> • To plan with the COO/Headteachers the budget based on the previous year, current financial environment and future spending plans.
Data Protection	<ul style="list-style-type: none"> • To comply with the MAT's policies and supporting documentation in relation to Information Governance, this includes Data Protection, Information Security and Confidentiality.
Health and Safety	<ul style="list-style-type: none"> • Be aware of and implement your health & safety responsibilities as an employee and where appropriate any additional specialist or managerial health & safety responsibilities as defined in the Health & Safety policy and procedure.
Equalities	<ul style="list-style-type: none"> • We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities. • Ensure services are delivered in accordance with the aims of the equality Policy Statement. • Develop own and team members understanding of equality issues.
Flexibility	<ul style="list-style-type: none"> • The MAT provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with the STAR MAT Policies and Procedures.

Customer Service	<ul style="list-style-type: none"> • The MAT requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment. • The MAT requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values. • Understand your own role and its limits, and the importance of providing care or support.
Date of Issue:	April 2019

Elements of the Job Description may be re-negotiated at the request of either party and with the agreement of both. The post holder may, in addition, be asked to carry out other such reasonable duties within the MAT, (which could involve working at other schools), as may be required for the benefit of the Trust.