

## Management Accountant

### ***Bellevue Place Education Trust***

Bellevue Place Education Trust is a multi-academy trust that runs nine primary schools across London and Berkshire. Our long-term plan to grow to 15 schools.

We are seeking to appoint an ambitious **Management Accountant** to be responsible for preparing monthly management accounts, and supporting schools with their financial management processes. You will be responsible for the day to day accounts within our centralised financial structure, ensuring that BPET's finances are maintained in an effective, up to date and accurate manner. You will also be responsible for payroll through liaising with Office Managers and BPET's external payroll provider. You will also be responsible for the monthly production of budgeting monitoring, reporting for Heads, Chief Executive and Board of Trustees. You will be responsible for line managing the Finance Assistants.

#### **The ideal candidate will:**

- have experience of processing month end journals and accruals
- have experience using IT, especially accounting packages and excel
- have experience of producing and presenting finance reports
- have meticulous attention to detail and capable of meeting strict deadlines
- commitment to delivering the ethos and values of Bellevue Place Education Trust.

To apply, please complete the application form available at <http://www.bpet.co.uk/vacancies/>.

The deadline for applications is **5pm on Thursday 20 January 2022.**

To discuss this role further, please contact Claire Kevin, Executive Assistant on [claire.kevin@BPET.co.uk](mailto:claire.kevin@BPET.co.uk) or call 020 3108 0363.

**Closing date:** 5pm on Thursday 20 January 2022.  
**Interview date:-** Tuesday 25 January 2022  
**Start Date:** ASAP  
**Location:** Currently based on Kilburn Grange School, NW6 7UJ.  
**Salary:** c. £30k, depending on experience (+16% employer pension contribution and non-cash performance management bonus)  
**Contract:** Permanent

*Bellevue Place Education Trust is committed to safeguarding children; successful candidates will be subject to an enhanced Disclosure and Barring Service check*

# Job Description

**JOB TITLE:** Management Accountant

36hrs per week, full time - Core hours are 9:00 to 17:00 Monday to Friday

**REPORTING TO:** Director of Finance

**PURPOSE:** To ensure effective, efficient and accurate financial and administrative operations, reporting to and in liaison with the Director of Finance

## **Main Responsibilities:**

1. To be responsible for the day to day processing of accounts transactions to ensure that the Trust finances are maintained in an effective, up to date and accurate manner. Co-ordinating and completing administrative routines relating to purchase orders, invoices, payments, income and the receipt of goods and services where appropriate. To enforce the Trust credit management policy, thereby maximising cash balances.
2. To be responsible for payroll across all schools by liaising with the School based Office Managers and external payroll provider.

## **Key Tasks:**

- Assisting the Director of Finance with all aspects of the development and effective operation of the finance function of the School and BPET
- Assisting the Director of Finance with operating and monitoring School and BPET accounts and budgets, leading on the production of monthly management accounts and reports for the BPET Board, Local Advisory Boards (LAB), Chief Executive and Heads
- To assist the Director of Finance in the co-ordination of the annual audit by maintaining both manual and computerised records and filing systems in line with audit requirements.
- To manage and be responsible for processing of all income (BACS and Schools Buddy (clubs)), and the reconciliation of transactions and cash collection
- To manage and raise BACs payments following required authorisation having been signed by relevant signatories, having regard to levels of delegation approved by the Board of Trustees. Overseeing and ensuring statements are checked and copy of invoices requested when needed
- Assist and train budget-holders on financial processes and using the purchase order system
- Work with the Director of Finance to ensure all financial procedures are followed and managed correctly
- To assist in monthly VAT return and process journal entries
- To maintain listing of accounts payable and to assist in the establishment of a list of approved contractors and suppliers to ensure best value
- To manage and be responsible for issuing invoices for all contracted services in an accurate and timely manner and control debtors and collect outstanding debt
- To reconcile accounts and resolve all queries in respect of ledger transactions
- To liaise with the School based Office Managers and external payroll provider to ensure all employees are paid on time and correctly.
- To use finance and support computer software as necessary, updating records.
- Manage and train Finance Assistants to support the team
- Any other reasonable duties

## **Other Responsibilities:**

- To attend training sessions as required
- To provide cover for other office staff as directed
- To support the safeguarding of students and staff
- To support BPET's vision and ethos

# Person Specification: Management Accountant

## Experience / Skills

### Qualification:

- Educated to degree level (desirable)
- Studying for a professional accountancy qualification beneficial, but not essential
- Right to work in the UK.

### Knowledge and Experience:

- Experience of processing month end journals and accruals
- Experience using IT, especially accounting packages and excel
- Experience of producing and presenting finance reports
- Experience of using Civica Financials (desirable)

### Personal qualities:

- Meticulous attention to detail and capable of meeting strict deadlines
- Team player who is flexible and adapts well to change
- Ability to communicate effectively and explain finance to non-finance professionals
- Able to follow instructions accurately, but make good judgments and lead when required
- Willingness and ability to learn and operate new systems and processes and assess their effectiveness
- Helpful and positive nature, and able to remain calm under pressure
- Highly skilled and adaptable 'people skills'

### Specific skills:

- Excellent written and oral communication skills
- Excellent numerical and financial skills
- Highly competent computer skills, in particular using Word, Excel, Email and financial databases
- Pro-active, with the ability to organise one's own tasks with minimum supervision
- Understands the importance of confidentiality and discretion

### Other:

- An understanding of, and empathy for, the ethos and values of Bellevue Place Education Trust
- Commitment to equality of opportunity and the safeguarding and welfare of all pupils
- This post is subject to an enhanced Disclosure and Barring Service check.

*Bellevue Place Education Trust is committed to safeguarding and promoting the welfare of children and young people in our schools. In order to meet this responsibility, we follow a rigorous safer recruitment process. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.*