



**THE HOWARD**  
Academy Trust

# Candidate Briefing Pack

## Trainee Management Accountant



# Job Description

<b>Post:</b>	Trainee Management Accountant
<b>Location:</b>	Trust Central Team
<b>Function/Department:</b>	Finance
<b>Grade/Salary:</b>	C1 points 6-19 (£23,893- £29,777) with progression based on successfully passing exams and good workplace performance
<b>Responsible to:</b>	Management Accountant

## Core Purpose and Scope

The Trainee Management accountant will undertake responsibilities as a member of the Central Trust Team to provide efficient and effective support to meet the Trust's core Finance responsibilities. They will work closely with the Management Accountant, Finance Manager and Executive Finance Business Manager to deliver timely and accurate monthly management accounts. This post is intended to grow with the Trust and a CCAB training package is included.

## THAT Vision & Values

As a Trust, our Vision and Values are achieved through:

- Excellent teaching and learning that promotes inclusivity;
- Regular opportunities for collaborative CPD to ensure best practice across academies;
- A proactive network for joint working across academies, for staff at various career stages;
- The highest standards of behaviour and conduct achieved through clear expectations and positive relationships;
- The unique character of each academy is valued and contributes to the THAT whole Trust ethos;
- Shared whole trust values of dignity, respect and ambition.
- High aspirations for all involved with the Trust;
- Each academy is a hub for its local community and families;
- Facing outwards and working in collaboration with other organisations and stakeholders;
- A centralised team that allows academies leaders to focus on their core purpose of education.

## Values and Behaviour

Support Staff play a vital role in assisting teaching staff to make the education of their students their first concern, and are accountable for achieving the highest possible standards in work and conduct. All members of staff must act with honesty and integrity; have strong knowledge within their field, keep their knowledge and skills up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of the students in the school.

## Personal and Professional Conduct

The post holder should always conduct themselves professionally, treating pupils and staff with mutual respect, regardless of personal beliefs, in accordance with Trust policies and practices.

## Key responsibilities:

- Assist and support the Management Accountant, Finance Manager and Executive Finance and Business Manager to ensure timely and accurate completion of the monthly management accounts.
- Process accruals and prepayments as necessary to ensure income/expenditure is accounted for in the correct period.
- Work with the management accountant to ensure that the IMP budgeting system is kept up to date with accurate information to ensure the production of accurate and timely accounts and financial modelling.
- Meet regularly with the Management Accountant and Finance leads to help inform decision making.

- Prepare financial reports and calculations as necessary.
- Assist with the completion of statutory returns.
- Process payroll reconciliations for each academy, checking for accuracy (within a £5 tolerance) and ensuring that changes advised by each academy have been acted upon.
- Process monthly internal recharges between Academies and the Central Team for the Head of Finance to review before payment.
- Support with the completion of month-end schedules and balance sheet reconciliations for each academy including preparation of year end schedules and audit files for Auditors.
- Assist with the maintenance of fixed asset registers.
- Assist with the preparation of budgets for each academy within the Trust to deliver effective balanced budgets
- Assist with the preparation and monitoring of a rolling 24-month cash flow forecast for each academy.
- Deal with queries, as appropriate, supporting the Central Finance Team to ensure a positive image of the Trust is always presented, leading by example as a senior member of the finance team.
- Assist with the Year-End Audit process to ensure that auditors are provided with completed schedules of information and assist with any queries during the audit process, as delegated by the Finance Manager.
- Assist with the maintenance of accounts in accordance with sound financial practices and the Trust's Financial Procedures Manual, ensuring the requirements of the Trust's Internal and External Audit Teams are met.
- Review transactions and postings across the Trust to ensure correct fund accounting.

#### **Administration**

- Provide any administrative support required by central Finance Managers.

#### **Resources**

- Operate relevant equipment/ICT packages (e.g. MS Office- including Excel, internet, intranet, Arbor, E-mail).
- Assist with the creation of reports and finance guidance documents for our schools.

#### **Management**

- This post does not have any management responsibilities.

#### **Additional Duties:**

- All staff, with the support, of the academy's designated DSL, have a responsibility for providing and safeguarding the welfare of the children and young people.
- To be familiar with and support any health and safety procedures and ensure all duties and responsibilities are discharged in accordance with the academy's health and safety at work policy.

This job description does not form part of the Contract of Employment and is not necessarily a comprehensive description of the duties required but outlines the main responsibilities of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Academy at the reasonable discretion of the line manager.

An enhanced DBS check will be required for this post. The job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title. The successful candidate must have a commitment to safeguarding and promoting the welfare of children and young people.

# Person Specification

Under the specific headings below, detail the key requirements for the post-holder to be successful in the role;

Attribute	Essential	Desirable
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• Maths &amp; English GCSE or equivalent Grade B and above</li> <li>• Good general education, including good written and verbal communication</li> <li>• AAT qualified or other equivalent qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Excel certifications</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with purchase and sales ledger systems, payroll systems and financial systems</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working as part of the finance team in an Academy or public sector organisation</li> <li>• Experience of PS Financials</li> <li>• Experience of working in a finance setting for at least 2 years</li> </ul>
<b>Knowledge and skills</b>	<ul style="list-style-type: none"> <li>• Good general computer skills</li> <li>• Sound knowledge of Microsoft packages including Microsoft Excel- including basic formulas</li> <li>• High degree of accuracy</li> <li>• Ability to manage time effectively to complete tasks to a high level</li> <li>• Ability to work both alone and within a team to achieve specified standards</li> <li>• Be flexible to changing demands of the post</li> <li>• To undertake any training relevant to the role</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of child protection and safeguarding policies</li> <li>• Sound understanding of equal opportunity issues within the workplace and the importance of culture and ethos and how this impacts on morale, high expectation and high standards</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Excellent communication including verbal and written skills</li> <li>• Competent with IT and other software packages such as Word, Excel and Powerpoint</li> <li>• Good organisational skills</li> <li>• Ability to create a happy, challenging and effective learning environment</li> <li>• A solution-focused mindset and determined “no-excuses” approach to raising standards</li> <li>• A personable nature to build effective relationships</li> <li>• Ability and keenness to promote the Trust’s positive culture and ethos</li> <li>• A high level of integrity, confidentiality and discretion</li> </ul>	



# Welcome to The Howard Academy Trust

As a Trust, we currently comprise of 7 schools, across Kent and Medway. We currently have 3 secondary schools and 4 primary schools. We have future growth plans as a Multi Academy Trust with major projects taking place across the organisation.

Our overarching aim and vision for our member schools is “working together to create a community of successful learners”. In doing this, we will deliver an outstanding education for the children and young people who attend our academies. We endeavour to ensure that all our pupils have access to the highest standards of teaching, resources and opportunities. The Trust’s role is to oversee the leadership and vision of member schools and to develop effective and supportive partnerships between them. We have a firm belief within the Trust that every child should have access to at least a good education.

We are proud that every academy inspected since joining our Trust has remained as a Good school. Both Temple Mill Primary School and Waterfront UTC joined the Trust as sponsored academies and have moved from Special Measures to a Good school on their first inspection. Our schools serve their own community, and each has a unique identity. Being part of this Multi Academy Trust has already provided member schools with practical benefits. We want communities to be proud of their local THAT school and we are determined to make it the first choice for all families.

As Chief Executive, I am enormously proud of our schools and of the leaders, governors, teachers and support staff who every day ensure our pupils enjoy and make good progress in their learning.

*Owen McColgan*  
Chief Executive  
The Howard Academy Trust





## *Working together to build a community of successful learners*

### Vision and Values

Learning and growth are at the heart of The Howard Academy Trust ethos. We strongly advocate that all members of our community have the opportunity to become the very best that they can be. We recognise and value the unique talents and expertise within our community and aim to create a culture of dignity, inclusivity, respect and ambition, where all can thrive.

This is achieved through:

Excellent teaching and learning that promotes inclusivity;

Regular opportunities for collaborative CPD to ensure best practice across academies;

A proactive network for joint working across academies, for staff at various career stages;

The highest standards of behaviour and conduct achieved through clear expectations and positive relationships;

The unique character of each academy is valued and contributes to the THAT whole Trust ethos;

Shared whole Trust values of dignity, respect and ambition;

High aspirations for all involved with the Trust and a solutions led approach;

Each academy is a hub for its local community and families;

Facing outwards and working in collaboration with other organisations and stakeholders;

A centralised team that allows academies leaders to focus on their core purpose of education.



### Strategic Priorities

Continuously improving the quality of provision of all our academies and enhance pupil outcomes across the Trust.

Provide excellent teaching and learning that promotes inclusivity.

Continue to build the profile of THAT to support further growth within the Southeast.

Champion our THAT People Strategy to retain, recruit, develop and reward an excellent workforce.

Ensuring a financially viable and sustainable MAT with a strong business infrastructure.

Ensuring effective leadership and governance at all levels.



# Our Family of Schools



**The Howard School**  
1,500 Pupils on Roll  
Rated Good by Ofsted  
Located in Rainham, Kent



**Temple Mill Primary School**  
240 Pupils on Roll  
Rated Good by Ofsted  
Located in Strood, Kent



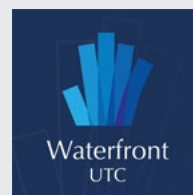
**Deanwood Primary School**  
230 Pupils on Roll  
Rated Good by Ofsted  
Located in Rainham, Kent



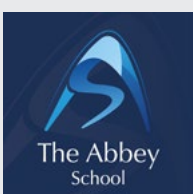
**Thames View Primary School**  
460 Pupils on Roll  
Rated Good by Ofsted  
Located in Rainham, Kent



**Miers Court Primary School**  
400 Pupils on Roll  
Rated Good by Ofsted  
Located in Rainham, Kent



**Waterfront UTC**  
270 Pupils on Roll  
Rated Good by Ofsted  
Located in Gillingham, Kent



**The Abbey School**  
1,200 Pupils on Roll  
Located in Faversham, Kent

Further information about our  
academies can be found at  
[www.thatrust.org.uk](http://www.thatrust.org.uk)



# Working for The Howard Academy Trust

The Howard Academy Trust is very pleased to offer our staff a vast range of benefits, both professional and personal, as we believe that our excellent teaching and support staff should be supported at work and rewarded for the great work they do. Since 2020, The Howard Academy Trust has received the Gold Kent & Medway Workplace Wellbeing Award and we continue to make advances in emotional, physical and professional wellbeing.



## Financial

- A competitive salary for both teaching and support staff, with annual pay progression and a robust performance development scheme underway.
- Subsidised Private Healthcare with Benenden Health.
- All staff are automatically enrolled into the Teacher and Local Government pension scheme with attractive employer contribution rates.
- We have introduced Access EarlyPay through our payroll system as a mobile app that lets users draw down a proportion of their salary. You can withdraw at any point, 24/7 with just a few taps on your mobile phone.

## Professional Development

- Early finish for teaching staff every Friday afternoon to allow for whole school CPD (Secondaries only) and whole school PPA (Primaries only).
- Comprehensive CPD programmes including departmental and whole school training.
- Trust-wide training events and Staff Conference events to bring all staff across the Trust together to network and share experiences.
- Assessment Only routes and Schools Direct opportunities to take your first step into Teaching.
- Access to 30 Level 2 qualifications through The Skills Network, free of charge to all staff.
- Career Progression and upskilling opportunities across the Trust.
- Access in-house training in to Middle & Senior Leadership courses for future leaders.
- Access to industry leading CPD subscriptions including Optimus Education.



## Wellbeing

- All year round support staff receive 24 days annual leave (pro-rata'd for part time staff) as standard plus bank holidays, to increase after 5 years of service.
- Each of our academies have received the Gold Kent & Medway Workplace Wellbeing Award in 2021.
- Employee Assistance Programme, 24/7 access to a free counselling service for our employees and their families, for confidential advice and guidance.
- Access to Senior Mental Health First Aiders and a team of established Mental Health First Aiders based at all of our academies.
- Hosts of Medway Council's wellbeing afternoons consisting of use of a health check machine, blood pressure checks, alcohol awareness speakers.
- Flu jabs available for free every autumn for all staff, at their own academy for ease of access.
- Discounted gym membership at Avenue Tennis, Gillingham, on a range of different packages.
- Cycle to Work Scheme.

## Facilities

- Discounted hire of the school facilities, halls, fields, and gyms, for all members of staff up to 20%.
- On site catering at our school canteens with a full lunch menu.
- Free car parking at each Trust site.



*Hear from staff across the Trust*

