



Royal
Russell

Job Description

Job Title: Management Accountant

Reports to: Finance Manager

Responsible for: Accounts Payable Officer

Purpose of Job

Working as a valuable member of the finance team, you will prepare monthly consolidated management accounts for the Trust, supporting the Finance Manager on a day-to-day basis to accurately forecast, manage and compose budgets. You will be involved in a range of financial activities including budgeting, management accounts, purchase ledger and financial regulation to ensure the smooth running of the Russell School Trust.

Main Duties and responsibilities:

Russell School Trust

- Prepare consolidated monthly management accounts for the group with variance analysis
- Intercompany and month-end reconciliations, accruals, prepayments and Balance Sheet
- Reconciliation of Fixed Asset Register
- Assist the School's transition into the new VAT regime for independent schools
- Preparation and submission of periodic VAT returns including partial exemption calculations
- Major projects – Administer expenditure, intercompany billing and cash flow forecasts as and when projects arise
- Review and approval of trip budgets with management of currency cards
- Budget and monthly reconciliation of non-fee income and expenditure
- Assist with the preparation of annual budgets
- Support preparation of subsidiary accounts
- Assist with annual statutory audit
- Assist in development of financial reporting and processes

Line management and support

- Line management of Accounts Payable Officer
- Cover for Accounts Payable Officer as required to ensure Purchase Ledger email inbox is up to date

Russell School International

- Complete accounting function for the subsidiary
- Preparation and submission of periodic VAT/National statistics returns

General Responsibilities

- Ensure the safety and well-being of children and young people at the School by adhering to and complying with the School's Safeguarding (always including Child Protection) Policy and Procedures.
- Arrange cover/authorise staff holidays for the Finance team as required, ensuring there is sufficient resource and cross training to enable staff to cover each other's roles.
- Participate in further training and developmental opportunities offered by the School, to further skills and knowledge
- Attend training and staff INSET sessions organised by the School to provide a consistent approach across the entire School staff population
- Attend Royal Russell Day and Open Day as required.
- Ensure the safety and wellbeing of children and young people at the School by adhering to and always complying with the School's Safeguarding and Child Protection Policy
- Always display correct staff identification whilst on site
- Adhere to departmental policies and procedures to ensure personal safety as well as the safety of colleagues, pupils and visitors
- Carry out other reasonable duties as requested by the Financial Bursar or members of the Senior Management Team

This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The job-holder's actual responsibilities, tasks, and duties might differ from those outlined in the job description, and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job.

Person Specification-Management Accountant

	Essential Criteria Criteria Assessed by: Application (A) and Interview (I)	Desirable Criteria
Qualifications and Experience	<ul style="list-style-type: none"> • Qualified or part-qualified accountant (A) • Experience of preparing monthly trial balances and management accounts (A) • Experience of preparing monthly balance sheet reconciliations (A) • Analysing data and preparing clear spreadsheets (A) • Experience in completing VAT returns and Nationals Statistics returns (A) • Experience of using accounting software (A) • Experience of maintaining a Fixed Asset Register (A) 	CIMA or ACCA part or fully qualified (A) <ul style="list-style-type: none"> • Experience of working in the education sector (A) • Experience of Sage, FMS, Xero or Accounts IQ (A)
Knowledge/ Skills	<ul style="list-style-type: none"> • Meticulous administration, planning and the ability to meet targets and deadlines (A & I) • Attention to detail and ability to work with accuracy (A & I) • Familiarity with Microsoft Office applications (A & I) • Advanced Microsoft Excel (A & I) 	<ul style="list-style-type: none"> • Knowledge of child protection and safeguarding policies (A & I)
Personal Attributes	<ul style="list-style-type: none"> • Friendly and approachable with a can-do mind-set (I) • An ability to communicate succinctly, effectively and attractively both orally and in writing (A & I) • Tact, sensitivity and the ability to handle confidential material with discretion (A & I) • High degree of personal motivation, initiative, energy, creativity and drive (A & I) • Able and willing to adopt a flexible attitude to working hours (A & I) • An interest and empathy with the ethos and aims of Royal Russell School (A & I) 	

September 2024