



**GREAT
HEIGHTS**
ACADEMY TRUST

Achieving excellence together

Management Accountant

CANDIDATE INFORMATION PACK



▶ Welcome

Dear Colleague

We are delighted that you are considering the position of Management Accountant based within the central team at Great Heights Academy Trust (GHAT).

This is an exciting opportunity to work as part of the central finance team based at our Head Office in Elland.

We are seeking to recruit a Management Accountant who has the skill set, drive, and motivation to support the effective and efficient financial operation of the Trust.

The successful candidate will be supported by the Trust's Deputy Chief Finance Officer. GHAT finance team values incorporate five pillars of: Teamwork, Accuracy; Respect; Support; and Integrity.

Great Heights Academy Trust focuses on meaningful collaboration between all our schools for the benefit of all the children in the Trust. The Management Accountant role will play a key part in supporting the aims of the Trust via delivery of strategic and effective financial operational and support services.

This is a great opportunity for a passionate Management Accountant to join our growing Trust. We are looking for an individual who will be prepared to play a key part in supporting the finance team. You must be able to communicate effectively at all levels, bringing financial acumen, diligence, dedication, and high attention to detail, as well as possessing excellent interpersonal skills.

We hope that the candidate pack provided will give you all the information that you require.

We look forward to receiving your application.

Yours sincerely,

Mr John Priestley

DCFO Great Heights Academy Trust

Overview of the Position of Great Heights Trust

▶ The Trust Board are seeking a highly driven and talented individual to join our thriving Multi-Academy Trust which is fully committed to making a difference to the life chances of our pupils. We are keen to hear from candidates who have a successful background in financial management and who are capable of playing a major role in our evolving plan to deliver exceptional 2-18 provision for the pupils in our growing MAT.

About the Trust

The Trust currently comprises of seven primary schools: three in Calderdale (The Greetland Academy, West Vale Academy and Bowling Green Academy), one in Leeds (Raynville Academy) and three in Kirklees (Carlinghow Academy, Marsden Junior School and, in April 2024, Nields Academy). We currently have two secondary schools (The Mirfield Free Grammar and Colne Valley High School). We also have a Trust Head Office based at Riverside Mills in Elland.

▶ To find out more about our Trust, please view our [Stakeholder Overview](#).

Great Heights Academy Trust is committed to safeguarding and promoting the welfare of pupils and expects all staff and volunteers to share this commitment. DBS checks are required for all posts.



Our Trust Vision

Our Trust vision has school improvement at its heart that will benefit all children in Trust schools.

We aim to

- ✓ Develop an effective partnership of schools that share a commitment to raising standards.
- ✓ Strengthen the partnership by valuing the uniqueness of each school and expecting all schools to contribute.
- ✓ Foster relationships based on mutual respect with a balance of autonomy and accountability.
- ✓ Share expertise – both best practice and best practitioners.
- ✓ Develop all teachers and leaders through effective professional development.
- ✓ This Trust vision drives both our School Improvement Strategy and our Strategy for Growth.

Our Vision and Values Statement

The Great Heights Academy Trust strives to always provide an inspirational, positive and welcoming environment where there is a sense of pride and fun and where everyone works together with confidence, enthusiasm and mutual respect. We aim to nurture academic, personal, spiritual and social development in a caring and professional manner so that all achieve their full potential and all can reach GREAT heights.

Current Trust Academies and Designations



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MARSDEN
JUNIOR SCHOOL



BOWLING GREEN
ACADEMY



NIELDS
ACADEMY



CARLINGHOW
ACADEMY



RAYNVILLE
ACADEMY



THE GREETLAND
ACADEMY



COLNE VALLEY
HIGH SCHOOL



THE MIRFIELD
FREE GRAMMAR



WEST VALE
ACADEMY

English Hubs
Teamworks English Hub
@ The Greetland Academy



Great Heights
Research School
West Yorkshire
Supported by the Education Endowment Foundation



AA Teamworks
WEST YORKSHIRE SCITT

Our mantra across our partnerships embraces the following themes:

G

Great teaching and learning opportunities for all in the partnership

R

Real life opportunities to develop an understanding of the wider world

E

Enthuse a love of learning and mutual respect

A

Academic development to nurture potential for all

T

Thorough accountability

GHAT has access to a wide support network through our designations. These offer support to all of our schools.



GREAT HEIGHTS
ACADEMY TRUST

► **Management Accountant**

Achieving excellence together

Position:	Management Accountant
Department:	Finance
Responsible to:	DCFO
Responsible for:	Supporting the Trust Finance Team

Prime objectives of the post

- To support the DCFO with all aspects of the development and effective operation of the Trust finance function.
- To assist the DCFO with the operation and monitoring of the Trust’s constituent academies and designations’ accounts and budgets.
- To assist the DCFO in the production of accurate information for a wide range of accounting purposes.
- To provide oversight of the financial management of the constituent entities of the Trust to ensure sound and appropriate financial governance arrangements are in place.
- To support wider business functions of the Trust and academies and to work effectively within the Trust team.
- To contribute to the collective responsibilities of the finance team.

Statutory Requirements

- It is aligned to the Local Government Terms and Conditions, set out in the statutory guidance.

Membership of the Trust

- To be an ambassador for the developing MAT, ensuring both internal and external colleagues are aware of the vision, culture and ethos within the trust.
- To contribute to the delivery of the MAT school improvement offer and subsequent gains of being in Great Heights Academy Trust.
- To ensure all trust systems, processes and procedures are adhered to, as requested from the Trust post holders.

Main duties and responsibilities of the finance team

Contribute to the operational finance team requirements:

- To lead the month and year end processes within the Trust in line with the organisation’s deadlines, ensuring the reported position against budgets is accurate and in line with financial procedures.
- To work alongside the DCFO, as required in order to meet the requirements of both internal and external audits.
- To produce monthly financial reporting for the DCFO, summarising the financial performance to date and providing explanations of key variances.
- To hold budget meetings with senior leaders, working with them to ensure they operate within budget and adapt positively to changes in funding.
- Undertake the efficient and accurate preparation, input and maintenance of information and data into the financial systems, responsible for and carrying out any required journals to ensure the integrity of cost centre, ledger and fund accounting.



- Support the DCFO with cashflow reporting and identifying investment opportunities.
- Support the DCFO in the production of statutory returns for external bodies.
- Support the DCFO to improve financial processes, systems and reporting capabilities, whilst maintaining robust controls.
- Operating the Trust's financial procedures in accordance with Trust and ESFA guidelines.
- The completion of the monthly VAT return including partial VAT calculations.
- Support the inter-company journals process, ensuring appropriate authorisations, and integrity of consolidated accounting across the entities.
- Supporting accurate updates to the Trust Asset register including depreciation calculations, in liaison with the Finance Manager and DCFO.
- To be the first point of contact for the Finance team on technical accounting matters.
- Work and communicate effectively within the finance team; wider business support team of the central Trust; and with academy staff in order to ensure team working and support to achieve whole Trust priorities

Administrative

- Ensure accurate maintenance of filing, archiving and data storage, complying with GDPR requirements.
- Maintain both manual and computerised record systems in line with audit requirements such as the Financial Scheme of Delegation; Academies Financial Handbook; Trust Financial Procedures Manual.
- Deal with correspondence and enquiries promptly from both internal and external stakeholders.

General

- The role may require working in situ across the offices of the Trust, as required.
- Assist in school emergencies, as required.
- Attend relevant meetings and training sessions.
- Keep abreast of developments and changes in fields relevant to the role and communicate to staff/line managers as appropriate.
- To undertake any such duties commensurate with the post as directed by the Core Team.
- To act at all times as an Ambassador for the MAT actively promoting its values and vision with all stakeholders.

This job description is not intended to be comprehensive, and the job holder may be asked to perform other duties commensurate with the post as directed, to meet the needs of the Trust.

Safeguarding

As part of your wider duties and responsibilities, you are required to promote and actively support the Trust's responsibilities and policies towards safeguarding and promoting the welfare of children, young people and vulnerable adults.

Notes

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it 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 Trust/Academy at the reasonable discretion of the CEO. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

**Person Specification: Management Accountant****Key to identification:** A = Application I = Interview R = Reference

Education and Training	Essential	Desirable	A/I/R
A minimum of 5 GCSEs at grades AC including English and mathematics	✓		A/I/R
A recognised professional accountancy qualification (AAT, CIMA, ACCA, CIPFA or QBE).	✓		A/I/R
Experience	Essential	Desirable	A/I/R
At least three years' experience in a senior finance role.	✓		A/I
Managing and reporting on budgets of significant financial value	✓		A/I
Experience in producing year end accounts and meeting audit and statutory deadlines	✓		A/I
Presenting financial information, for example management accounts and financial forecasts, to senior leaders	✓		A/I
Experience of VAT returns, including partial exemption calculations	✓		A/I
Exercising highly developed advisory or persuasive skills, to convince others to adopt courses of action they might not otherwise wish to take	✓		A/I
Maintaining accurate financial records using both manual and electronic systems	✓		A/I
Working under pressure and meeting conflicting deadlines	✓		A/I
Producing reports and using data	✓		A/I
Providing customer focused services to meet the needs of all stakeholders	✓		A/I
Experience of working in a finance role within the education sector		✓	A/I
Experience of working within financial frameworks and maintaining financial controls	✓		A/I
Experience of income generation		✓	A/I
Experience of audit and/or risk management	✓		A/I
General and Specialist Knowledge	Essential	Desirable	A/I/R



Excellent knowledge of budget and financial management systems.	✓		A/I
A good level of computer literacy, including being an expert with Microsoft Office software, especially Excel.	✓		A/I
Analytical and problem-solving skills and the ability to manipulate, interpret and present complex data.	✓		A/I
Knowledge of the requirements for managing public funds, the Academy Trust Handbook and producing statutory returns as required by the ESFA, and company/charity legislation.		✓	A/I
Knowledge and understanding of pay and conditions for teachers and support staff.		✓	A/I
Knowledge and understanding of academy/school finance.		✓	A/I
Full UK Driving Licence and own vehicle	✓		A/I
Personal Qualities	Essential	Desirable	A/I/R
Proactive and forward thinking	✓		A/I
Ability to work as a team member and use own initiative	✓		A/I
Able to work with minimal supervision	✓		A/I
Rigorous and methodical with the ability to manage own workload and meet deadlines	✓		A/I
Ability to multi-task is essential as is the ability to prioritise and effectively manage large volumes of requests	✓		A/I
Structured and organised	✓		A/I
Confident in providing training, advise and support to colleagues	✓		A/I
Additional Requirements	Essential	Desirable	A/I/R
Operate with the highest standards of personal/professional conduct and integrity.	✓		A/I
Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the Trust	✓		A/I
Willing to undertake training and continuous professional development in connection with the post	✓		A/I
Work in accordance with the Trust's values and behaviours	✓		A/I



Able to undertake any travel in connection with the post	✓		A/I
Able to demonstrate sound understanding of equality/diversity in the workplace and services provided especially in the access to delivery of the education of pupils and of own non-discriminatory practice and attitude	✓		A/I
Ability to form and maintain appropriate relationships and personal boundaries with children, young people, and vulnerable adults.	✓		A/I
A commitment to safeguarding and promoting welfare for all.	✓		A/I



► Reasons to work at Great Heights Academy Trust



A fantastic team

A highly skilled, loyal and supportive team of staff and senior leaders.



Professional development

Bespoke professional development to ensure that you as an employee, 'reach great heights'.



Career Opportunities

Career opportunities across the MAT.



Cycle to work scheme

Tax free cycle scheme.



Holiday package

The Trust provides staff with a generous holiday entitlement.



Pension scheme

Contributory pension through West Yorkshire Pension Fund/Teachers' Pensions.

