



Diocese of Norwich
Education
Services Company

Diocese of Norwich Education Services Company (DoNESC) has an exciting opportunity for a dynamic individual to join their Finance Team as a Management Accountant

Primary purpose of the role:

To provide support to the DONESC Financial Controller in all aspects of financial management relating to the two trusts supported (DNEAT & St Benet's) and DONESC itself.

Tasks will include management accounting, budgeting, audit preparation, project work assigned by the financial controller and working with academies to assist and advise in the implementation of sound financial practices/processes.

Main Tasks and Responsibilities:

Management Reporting & Budgeting

Producing monthly management accounts (P&L) for individual academies and liaising with academies to produce variance reporting against budget.

Assisting with (KPI) Key performance indicators reporting.

Assist in the development of Academy budgets – formation, collation and interrogation of Member Academy budgets.

Undertake such other reasonable duties as may be required from time to time as are consistent with the responsibilities of the grade by the Finance Manager

Develop expertise in Trust wide accounting package, budgeting software and other relevant management reporting systems.

Ensure compliance with relevant legal, tax, accounting standards and guidelines

Have an awareness, understanding and knowledge of Department for Education (DFE), Education Funding Agency (EFSA) guidance and for Academies.

Completion of regular VAT returns and an understanding and knowledge of HMRC rules and guidance in relation to Academies.

Knowledge of and awareness to remain up to date with current accounting policies to ensure best practice is followed with regards to processing and recording financial transactions.

Data Collection for returns to statutory bodies from member Academies as and when required.

Assist Member Academies in the understanding and implementation of Trust Finance Policies

Reviewing the effectiveness of Trust accounting policies, processes and procedures and their application

Maintenance and Development of Trust registers

Assist in maintaining the Trust risk registers

Ensure that asset registers are maintained centrally and at member Academies

Audit

Assist with the gathering reports, schedules and other information as requested to ensure successful annual audits (internal & external)

Liaise with internal and external auditors in a professional and timely manner

Assist Business Managers/Finance Officers in member Academies by providing financial support and guidance

Any other responsibilities that may be determined by the Financial Controller and the CEO/COO

Culture and ethos

Proactively promote and demonstrate DONESC vision and values in all aspects of work

Challenge, motivate and empower others to aspire to and attain ambitious outcomes

Promote and demonstrate a culture of continuous improvement which includes keeping abreast of educational developments and best accountancy practice

Work collaboratively developing the concept of family across the Trust and its academies

Ensure regular open and honest communication in all professional duties

Recognise the importance of serving the wider community and promoting inclusivity

Personal Specification

To have awareness, understanding and knowledge of the relevant accounting standards and apply these as appropriate to your work.

The ability to communicate financial information coherently and accurately as required to people stakeholders of either regardless of their level of financial literacy.

To have a high level of competency in Microsoft Office software, particularly Excel, and an ability to use formulas and analytical tools within the program.

Knowledge of the PS Financial Accounting system and its implementation

The ability to learn quickly and make best use of accounting systems.

Excellent organisational skills used in planning own work.

Experience of accountancy software, financial systems and automated processes.

AAT or equivalent accounting qualification.

Working within our Finance Team you will be joining a team that will be committed to promoting the Christian ethos, vision and values of the Multi Academy Trusts, the company, and the Diocese. We welcome applications from all individuals from all faiths and none, and all backgrounds.

We offer you a competitive salary, and the opportunity to join the local government pension scheme.

All staff appointments are subject to satisfactory references and enhanced Disclosure and Barring Service checks. We are an equal opportunities employer.

If you believe you have the skills and knowledge for this role, we look forward to hearing from you.

We reserve the right to close this advert once we have received enough applications.

COVID-19 considerations:

We are following Government Guidelines to ensure we are Covid secure.