



GALILEO

MULTI ACADEMY TRUST

Application Pack

Management Accountant

Letter to Applicants:

Dear applicant,

We are delighted you have shown an interest in the role of Management Accountant.

Within this application pack you will find:

- a) Information on how to access the online application form and additional forms (these can be completed electronically and emailed)
- b) Job Description and Person Specification
- c) Further information about our Trust

Applicants should return their application form to sarah@galileotrust.co.uk by the closing date of **Thursday 26th May 2022, midnight.**

Should you wish to enquire about the role, please do not hesitate to contact Sarah Hindmarch on 01642 777963 or via email sarah@galileotrust.co.uk

As mentioned in the advertisement, a DBS disclosure is required for this post. It is important to note that:

Galileo Multi Academy Trust is committed to safeguarding and promoting the welfare of children.

I would like to take this opportunity to thank you for your interest in this vacancy and wish you well with your application.



Jane Spence CEO



Why work for us?

Galileo is an exciting multi academy Trust based in Redcar and Cleveland, serving just over 3,000 children aged 2 – 11 with around 500 staff. We are currently a family of ten ‘Good’ and ‘Outstanding’ schools whose vision is:

‘To make Galileo Multi Academy Trust a leading provider of education, recognised for its core values, ensuring each and every pupil thrives, develops a love for learning and is prepared to take their next steps in life.’

Our values are:

We are **AMBITIOUS** and want every child and colleague to reach their full potential with confidence and to enjoy their learning and work.

We are **INCLUSIVE** so everyone has an opportunity to shine whatever their talents or interests, and no one is left behind.

We act at all times with **INTEGRITY** ensuring that the children in our trust are at the centre of everything we do, and every decision we make.

Our core values make us a great organisation of which to be part, every member of our school community is equally important to us, we want every colleague to reach their full potential and enjoy interesting and fulfilling jobs.

Employee Benefits & Wellbeing:

Staff wellbeing is paramount, especially during recent stressful times which have required seismic changes to the way we both live and work. Staff feedback over the last academic year has been overwhelmingly positive with colleagues feeling supported both practically and emotionally, allowing them to carry on doing the best by every child.

Working for Galileo has many benefits, and as we become more established these will get even better. We want only the best people to take us into the next successful chapter and help realise our vision.

- Access to comprehensive CPD opportunities from external providers as well as in house from our home-grown team of experts, whether it is nationally recognised accreditation or bespoke provision, we take professional development very seriously.
- Access to all internal cross Trust career opportunities, all posts appear on the Galileo Career site, we love to employ and promote our own people.
- Access to cross Trust secondment and special project opportunities to broaden your experience and help the Trust develop its expertise and share best practice.
- A full human resource service providing advice and support to all colleagues regardless of role or working pattern with welfare at the heart of everything it does.
- Full access to a 24/7 Employee Assistance Programme which is a confidential support programme to help manage stress and offers specialist counselling and information on both financial and work-life issues.

Job Advert



Required: Mid-July 2022

Starting Salary: Up to £32,000 p/a (DoE)

Hours: 37 Hours per Week

Location: Galileo Multi Academy Trust, The Innovation Centre, Kirkleatham business Park, Redcar, TS10 5SH

Galileo is an exciting multi academy Trust based in Redcar and Cleveland, serving just over 3,000 children aged 2 – 11 with around 500 staff. We are currently a family of ten 'Good' and 'Outstanding' schools.

We are looking for an experienced Management Accountant who has high levels of initiative and is motivated to work in a busy office environment.

The successful candidate will:

Provide high quality and comprehensive financial and accountancy support to the CFO and play a key role in supporting the Trust in achieving statutory objectives. The role holder will also be responsible for ensuring financial integrity and probity is installed and maintained across the Trust, while providing excellent business partnering and accountancy support to all 10 schools within the Trust.

The post holder will also work closely with Central Team colleagues to provide support as required.

Applicants will need to demonstrate the ability to work on their own initiative. Experience of working within a business environment is essential.

Closing date: Thursday 26th May 2022, midnight

Interviews: W/C 6th June 2022

Please refer to the back cover of the application pack for details of how to apply for this position.

Galileo Multi Academy Trust is committed to equality of opportunity, safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The post is subject to an enhanced DBS check along with other relevant employment checks.

Job Description

The Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment.

Post title: Management Accountant

Starting Salary: £32,000 p/a

Responsible to: CFO

Job Purpose

To support the Chief Financial Officer in ensuring financial integrity and probity is installed and maintained across the Trust, while providing excellent business partnering and accountancy support to all 10 schools within the Trust.

Duties and responsibilities

1. Drive Central Finance Team Action Plan to ensure delivery
2. Responsible for compiling month-end accruals & posting journals
3. Ensure the preparation & distribution of timely and accurate monthly management accounts to an agreed timetable
4. Preparation of variance analysis each month end, and update financial forecasts
5. Preparation of a Financial Summary on a monthly basis, contributing to the overall Financial Reporting pack for the Board
6. Review trends and challenge current performance, identifying risks and opportunities
7. Ensure best finance practice across the Trust
8. Ensure robust financial controls are embedded within each of our 10 Schools
9. Assist with internal and external audit, and delivery of action plans
10. Lead a Trust led robust training programme for all School Business Managers on all financial elements of their role
11. Facilitate Business Manager's surgeries and advise on financial queries

12. Communicate clear deadlines to School Business Manager's, ensuring delivery of Trust goals
13. Assist CFO with Cash Flow reporting & budgeting
14. Review and assist with year-end statutory reporting
15. To perform regular audit checks Schools, to ensure compliance across the trust
16. Offer expertise & guidance on all DfE & Local Authority funding streams
17. Support on any agreed ad hoc project work as required, including the production and monitoring of financial policies and procedures

These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the CFO may determine.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL ACADEMY TRUST POLICIES. THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO FULL ENHANCED DISCLOSURE CHECKS – AND THESE WILL BE SUBJECT TO RECHECKING AS APPROPRIATE.

Person Specification

Knowledge/Qualifications/Experience	Essential	Desirable
Degree Qualification in relevant subject area		x
Chartered Accountant		x
Part Qualified/AAT Qualified Accountant	x	
Experience of working in a management accountant role in a busy/fast-paced environment.	x	
Willingness to enhance qualifications and training for development in the role	x	
Experience of working in the Education Sector		x
Experience of developing, updating, and implementing Finance policies and procedures	x	
Experience of providing Finance/Accountancy support in a fast-paced organisation	x	
Knowledge of the Local Government and National Education system		x
Proven ability to produce Financial Reports & Budget Forecasts	x	
Experience of compiling month end accruals	x	
Experience of producing month-end management accounts to an agreed timetable	x	
Experience in assisting with Year-end closedown	x	
Proven ability to manage projects and tasks with conflicting priorities	x	
Experience of delivering & leading on financial training		x
Experience of school Income/funding streams		x
Experienced in the Use of PS Financials		x



How to Apply

Application form and further information is available from: www.galileotrust.co.uk under Careers and Vacancies.

Applicants should complete the Trust Application form for all Vacancies and return to sarah@galileotrust.co.uk

Job Description: This lists the main responsibilities for the post and explains what we are looking for. It informs you about the personal and professional qualities you need for this post. These criteria will be used to make the appointment.

Person Specification: This specification sets out which criteria will be used to shortlist candidates for interview.

If you require any additional information about this post, please contact Sarah Hindmarch on 01642 777963 or via email info@galileotrust.co.uk

Thank you for your interest in Galileo Multi Academy Trust. We look forward to receiving your application.