

Generations Multi Academy Trust



Management Accountant

Required asap





MANAGEMENT ACCOUNTANT ADVERT

Salary: M1 £41,209 - £45,416 (inclusive of Fringe)

Start Date: ASAP

Our Trust:

Firmly focused on delivering the best possible outcome for every student, we deliberately seek to create a nurturing culture within our schools and a strong sense of community where every member can feel safe, respected, and able to give of their best. Ultimately, our aim is to ensure every student is able to achieve to their full potential, from their first day at school to young adulthood with no set destiny for any child. We invest heavily in our staff through direct opportunities for personal development, as well as providing a unique benefits package, recognising that our staff are the key to delivering an outstanding educational experience.

Your Role:

The Management Accountant's role is fundamental to the Trust being able to deliver on its aspirations. Reporting to the CFO, you will take full ownership of preparing accurate and timely management accounts together with intelligent commentary for each of the schools' leadership teams and the Trust Board. This to ensure that they stay abreast of the financial position of the Trust as a whole, and enabling them to make sound decisions based on reliable and up to date information. You will necessarily assist the CFO in ensuring the delivery of all statutory financial compliance requirements of the Trust. Strategically, you will assist the CFO in improving processes and systems within the finance function, as well as more widely informing the annual business planning process that is fundamental in underpinning the delivery of our development plans.

You:

You will be a solutions orientated self-starter, who is an excellent communicator. You will be able to explain financial data to non-financial stakeholders in a simple way. An experienced Management Accountant with influencing skills, balanced with empathy, you will be a confident presence with the ability to challenge senior staff candidly on decisions that have a financial consequence. You will be grounded, with good interpersonal skills and a collaborative approach, a partnership mindset and the ability to build strong cross-functional relationships. You will take ownership with resilience of the delivery of your responsibilities for the Trust, proactively seeking continuous Improvement through creativity. Seeking to invest in yourself and your future, you will have an appetite for learning and personal development. The importance of this role to the Trust is such that you must be a qualified or part qualified accountant (CIPFA, AAT, ACCA CIMA) or equivalent.

If you would like to discuss the position further with our CFO and or visit us, please contact Jane Andrews, PA to the CFO, on j.andrews@goffschurchgate.herts.sch.uk or on 01992 785806. We would be delighted to both talk to and meet with you.

Recruitment Timeline:

Closing date - 9am, 14th April 2024 **Interviews** – W/C 15th April 2024

The Trust reserves the right to process applications as they are received, and early applications are encouraged. Previous applicants need not apply.

Generations Multi Academy Trust is committed to the safeguarding and welfare of children and applicants must be willing to undergo child protection screening appropriate to this post, including checks with past employers and the Disclosure and Barring Service.

Please note that this role 'exempt' from the Rehabilitation of Offenders Act 1974 and therefore, you are required to declare any convictions, cautions, reprimands and final warnings that are not 'protected' (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). Further information is available on the school's website.



JOB DESCRIPTION



MANAGEMENT ACCOUNTANT JOB DESCRIPTION

The core purpose of the Management Accountant's role is to ensure the accurate and timely preparation of the management accounts, with meaningful commentary on which senior management and the Trust Board and its committees can rely to inform decision making. The role will be a key point of contact for the Trusts auditors working closely with the CFO to ensure the Trust's financial management systems and processes are compliant with the Academy Trust Handbook, the academies accounts direction and the charities SORP.

The duties and responsibilities of the Management Accountant are:

- To assist in ensuring compliance with statutory financial requirements of Academy Trusts and data security in line with the ESFA guidance, company and charity law, GDPR and best industry practice
- To implement financial procedures in line with the Academy Trust Handbook the Trust's financial procedures manual and its schedule of delegations and assist in evidencing compliance with such
- To operate the Trusts accounting systems ensuring the accurate recording all financial transactions in line with the principles of accruals accounting
- To implement the month and year end processes including preparation and posting of journals
- To reconcile all key balance sheet accounts on a monthly basis ensuring any variances are understood and corrected in a timely manner
- To produce the monthly management accounts, investigate variances and provide commentary for review by the CFO
- To oversee the management accounting for capital projects including returns required to the ESFA where necessary
- To oversee trips and visits finances, reconciling incoming and outgoing resources, providing advice to trip leaders, and ensuring correct authorization
- To oversee the Goffs Educational Trust along with other private funds finances, ensuring accounts are up to date and an accurate reflection of its operation
- To prepare reports of financial activity to support the budgeting process, budget holders or other research and to carry out other ad hoc financial analysis as may be required from time to time
- Liaise with the Trust's appointed auditors on preparation for the annual audit and Internal audit program of checks in line with the agreed timetable, and assist in actioning any recommendations made
- To assist in the preparation and submission of statutory financial returns required by the ESFA, TPS, LGPS and HMRC (including VAT) and others as may be required
- To report to senior management where financial impropriety has taken place or is suspected
- To contribute to the adherence of best value principles
- To contribute to the design, development, and implementation of processes and procedures within the department
- To manage the fixed assets register
- To cover the work, as appropriate to skills and training, of the CFO in cases of absence
- To perform other reasonable duties within scope of skills as directed by line manager
- To be responsible for safeguarding and promoting welfare of children



PERSON SPECIFICATION



PERSON SPECIFICATION

We are looking for the right person to fill this vacancy. We hope that this booklet and other documentation (on the website) gives you a flavour of the Trust. To help you in your application, we show below both the essential and desirable characteristics that we are seeking when reviewing applications and at interview.

| Category | Essential | Desirable | Evidence |
|-------------------------------|---|--|--|
| Qualifications | <ul style="list-style-type: none"> • 5 GCSEs or equivalent including Maths and English Grade 4 or above • 3 A levels or equivalent • Accountancy qualification part completed | <ul style="list-style-type: none"> • Honours degree • Accountancy qualification fully completed | Application Interview References Certificates |
| Experience & Knowledge | <p>Experience of:</p> <ul style="list-style-type: none"> • Operating accounting systems for accruals accounting • Reconciling bank and other accounts investigating and resolving discrepancies • Producing monthly management accounts, investigating variances and commenting appropriately • Liaising with internal and external auditors resolving queries and compiling evidence where required <p>Knowledge of:</p> <ul style="list-style-type: none"> • Key accounting principles • The statutory environment for management accounting • Financial planning, budgetary management and principles of best value | <ul style="list-style-type: none"> • Working in a school or other education setting • Working within the public sector <ul style="list-style-type: none"> • Charities SORP • Academies handbook • Academies accounts direction | Application Interview References |
| Professional Development | <ul style="list-style-type: none"> • Evidence of recent professional development | | Application Interview References |
| Qualities, Skills & Abilities | <ul style="list-style-type: none"> • Strong written / verbal communication • ICT literate with a working ability to use key IT software to present work to a high standard | <ul style="list-style-type: none"> • A track record of enhancing service delivery through proactively seeking process improvement | Application Interview References |

| | | | |
|--------------|---|--|--|
| | <ul style="list-style-type: none"> • Ability to gather, analyse and evaluate financial information accurately to produce management reports and information • The ability to follow processes and procedures, to a high degree of accuracy • Efficient and organised with the ability to make decisions and use initiative where required • Ability to build effective working relationships with colleagues and external partners at all levels • Able to maintain absolute confidentiality over personnel and finance matters • Able to work with resilience under pressure and meet tight deadlines • Personal integrity and the ability to inspire it in others • Willingness and ability to adapt to change, learn new systems and processes | | |
| Safeguarding | <ul style="list-style-type: none"> • A commitment to promoting the health, welfare and safeguarding of children | <ul style="list-style-type: none"> • Training in safeguarding and prevent | Application Interview References |



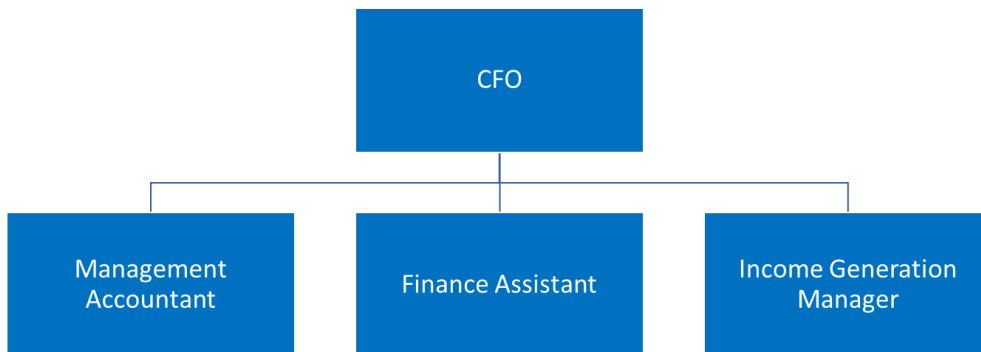
INFORMATION ABOUT THE DEPARTMENT



THE FINANCE FUNCTION

The Trust operates a centralised finance function for all academies in the Trust. The function manages all aspects of the Trust's financial affairs, including overseeing an outsourced payroll service, the production of monthly and annual accounts for each entity in the Trust and the creation and revision of five-year business plans that support the Trust's overall strategic aims. This ensures the financial stability of the Trust, as well as enabling senior management to monitor financial performance and direct resources appropriately, enabling every student to be able to achieve to their maximum potential. The Trust is expanding via bringing additional schools into the Trust, which will in due course require an expanded finance function.

The current structure of the Finance function is as follows:



The Trust has charitable status and is also a company registered at Companies House; as such, it has to follow the usual accounting regulations associated with its status. The Trust receives a high proportion of its revenue via a funding agreement with the Department for Education. As a result, it is required to comply with the Academies Handbook and, in preparing its annual accounts, the Academies Accounts Direction, published annually by the Education and Skills Funding Agency (ESFA) as well as the charities SORP.

Due in part to the pressures in educational funding, the Trust follows a deliberate strategy of seeking funding from other sources; for example through trading activities such as the letting of Trust facilities. This business, established over the last five years, now generates in excess of £500k of revenue for the Trust annually. In addition, the Trust has sought innovative ways to fund capital investment, and in 2022 completed a £5m project to provide new teaching space at Goffs Academy linked to the provision of a commercial gym that is also available for stakeholder use. As a result, financial management of these aspects of the Trust's affairs has become increasingly important.

The CFO works directly to the CEO and in close collaboration with Trustees through attendance at the Resources and Workforce Development Committee and the main Trust Board, as well as through regular communication with Trustees, ensuring that they remain informed on all financial aspects of the business, and providing crucial information to enable informed decision making to take place. The Management Accountant's position is a senior position within the Trust and the post holder will work closely on a day to day basis with the senior teams at each of the schools. The finance function is based within the central team's offices at Goffs-Churchgate Academy facilitating good communication with all the key central function personnel.

The finance function uses the Civica Resourse 32000 accounting package, an enterprise system that enables online ordering and purchase order processing, Access Education business planning software and for Payroll. It is a fundamental part of the Trust's philosophy to continually review systems and processes to further drive efficiency, and the Management Accountant will be expected to input to such activity within the finance function.





**INFORMATION ABOUT THE
GENERATIONS MULTI ACADEMY
TRUST**



INFORMATION ABOUT THE GENERATIONS MULTI ACADEMY TRUST

Welcome to our information pack about the Generations Multi Academy Trust and its three schools, Goffs, Goffs-Churchgate and Flamstead End School.

Goffs is a mixed 11-18 comprehensive Academy with approximately 1,600 students on roll, including a thriving and successful Sixth Form. The school is extremely popular in the local area, with an average of over 800 applications annually for the 240 places available, and significant waiting lists for places across the year groups. On intake, students are of an ability level (KS2 APS) significantly above that of the national average although the school is a true comprehensive school and admits a good mix of students of all ability levels.

Goffs-Churchgate is a fully mixed comprehensive school from 11-16 years of age, with 605 on roll. The school has rapidly established a very strong reputation in the area, and is now consistently oversubscribed. The schools' most recent OFSTED report from May 2022 graded it as "good" with outstanding features. One of the school's key strengths is its highly cohesive and supportive community. As such, the decision to cap student numbers at 600 is entirely deliberate, enabling us to maintain a strong sense of community where everybody knows everybody else - if you visit, you cannot fail to be struck by this. It is a very special part of the schools' identity.

Flamstead End School is a thriving primary school in Cheshunt with approximately 485 children on roll. It has a Preschool, 60-place nursery offering 30 hours provision and two classes per year group from Reception to Year 6. The school has high expectations around achievement and behaviour and is ambitious for pupils. Flamstead End is a 'Therapeutic Thinking' school and seeks to understand and support children's behaviour so that they are able to learn and achieve to the best of their ability. The school is a tight knit community, with a well-established staff who care for one another and the children in their charge.

Professional Working and Learning Environment

Goffs was among those named as part of a £2billion Government scheme, the Priority Schools Building Programme. As a result, Goffs received a completely new build and facilities, and moved into them in January 2017. The school has further invested in an additional new building, which opened in April 2022, which includes 8 brand-new classrooms, as well as a state-of-the-art fitness centre run by Lifestyle Fitness, with whom we work in close partnership.

This significant investment of funds by the Department for Education is a further recognition of the outstanding work being undertaken by the school, and represents another fantastic opportunity for our community. Our school building provides a light, modern, professional and fit for purpose working environment for all.

Goffs-Churchgate has benefited from brand new facilities, opened in October 2016, including professional teaching and learning facilities for all subjects. The school also benefits from a recently installed 3G playing surface for PE; a gym with a professional sprung floor; a Dance Studio; recent refurbishment of additional classrooms and an indoor swimming pool. The new facilities provide a light, modern, professional, and fit for purpose working environment for all. The Trust has also invested significantly in modernising additional teaching spaces, providing a fantastic environment for our students and staff.

The Generations Multi Academy Trust

In early 2016, Goffs Academy was approached by the DfE asking that they consider establishing a Multi Academy Trust and working in partnership with other schools. As a result, the Generations MAT, GMAT, was established from 1st September 2016. The name Generations was deliberately chosen to reflect our commitment to educating and nurturing local children from their very first days in education to leaving us at 18 years old.

Subsequently, the Trust took over the former Cheshunt School and established Goffs-Churchgate Academy, which is now another thriving secondary. Both secondaries in the MAT enjoy extremely high levels of Year 6 applications, with both being significantly over-subscribed. Flamstead End Primary joined the MAT from 1st January 2023, and is another highly successful, thriving and nurturing community, rated “Outstanding” by Ofsted. All of the schools are within close proximity of each other and share many activities, including professional development for staff. One of the Trust’s fundamental principles is that no one school is in any way more important or successful than the other. As such, CPD and other events are rotated through all schools in the Trust, with everyone learning from and sharing with each other. This collegiate and collaborative approach permeates our Trust.

From Spring 2023, the MAT opened nursery provision on the Goffs-Churchgate site, with subsidised and term-time only places for staff. The nursery is run by Ashbourne Nurseries - <https://ashbournedaynurseries.com/>. The MAT is extremely clear about its daily purpose, reflected in its motto of “No Set Destiny for Any Child.” All of our schools, leaders and staff fiercely believe in the life-changing nature of education and work tirelessly to that end, day in and day out. There is no set destiny for any of the children in our care; rather, our daily work across the piece allows children to forge new futures and destinies.

The MAT is extremely financially secure. Finances are overseen by a Chief Finance Officer with considerable financial expertise in the private sector. The Trust deliberately created an Income Generation function, and extensive lettings and business development work now takes place across all sites in the MAT. This additional income – now yielding in excess of £500k per annum – underpins generous levels of staffing at both schools, plus many “extras” that would otherwise be unaffordable in the current funding climate. As one example, all teacher loadings were reduced from the 2019/20 academic year as a direct result of the additional monies coming into the Trust via this income generation work.

We are looking forward to further widening our Trust and to working in partnership with both primary schools and further secondaries. Further information about GMAT can be found here: <https://generationsmat.com/>.

Outcomes

Our strategy for continuous school improvement has had huge success and we are actively committed to ensuring that our very popular and successful school, plus the wider MAT, continues as a centre of excellence in the community. Exam results in 2023 were another year of huge success for Goffs. GCSE highlights include:

- Student progress outcomes which remain above national average
- 75% of students achieved grade 4 or more in English and Maths and 55% achieved 5 or more in both
- English grade 4/5 or more: 77%/64%
- Maths grade 4/5 or more: 80%/61%
- Percentage of grade 7 or more in all subjects: 29%

Crucially, students were well supported in progressing onto a range of exciting destinations. The majority of Year 11 students have continued their studies in the Sixth Form at Goffs, with all others securing a place in further education or training. 65% of Year 13 students secured a university or college place to start in autumn 2023.

At A Level, continuing the upward trend of recent years, students achieved another excellent set of exam results, including an overall 100% pass rate. The wide range of university or further education courses onto which students have progressed include Law, History, Geography, Maths, Finance, Physics and Biomedical Science, whilst many other students progressed directly into employment or apprenticeships. Our Sixth Form has an excellent reputation in the local area, over the past three years the numbers of students applying to join our Sixth Form has continued to increase, such that we now have approximately 400 Sixth Formers within our school community.



Goffs-Churchgate also secured another impressive set of GCSE outcomes in 2023. For the third successive year of published performance measures, the score achieved outstanding progress measures which are significantly above National Averages.

- The overall Progress 8 figure of 0.32, remains significantly above the national average
- The outcomes across all the headline measures are comfortably above the national average
- English and Maths progress scores, continue to be comfortably above the national average
- The outcomes in the 'Other' element are very strong, and significantly above the national average, with an overall Progress 8 score of 0.62
- Male outcomes are significantly above the national average, and above female outcomes. This is in contrast to the national trend where an achievement gap of around 0.50 remains with Females outperforming Males
- SEND outcomes are significantly above the national average and comparable to non-SEN.
- The combined pass rate for English and Maths at grade 4+ was 62%
- The proportion of students who achieved English and Maths at grade 5+ was 45%, a 28% increase in the last three years

Flamstead End School - In our primary setting, we are pleased with the improvements to outcomes made in our first two terms working with the school. We saw a significant improvement in a short amount of time. We are highly ambitious for stronger outcomes in July 2024 and are pleased with the progress to date.

Outcomes in 2023, included:

- 12% increase (from 2022 to 2023) in pupils meeting a Good Level of Development in Early Years Foundation Stage
- Phonics in Year 1: 82%
- 20% improvement (from 2022 to 2023) in Maths Key Stage 2, achieving 83% in 2023
- Reading at Key Stage 2: 75%

Community

Our schools pride themselves on their sense of community – both within the school itself, and in the wider locality. Visitors to our schools unfailingly comment on a very real sense of community, coupled with warmth and pride. Our schools are members of Cheshunt Extended Services (ChExS), offering a variety of extended

school and community-based activities for both students and parents. Our students actively support local charity work such as the Isabel Hospice and maintain strong links with our local primary schools.

All of our schools benefit from a thriving student leadership programme, with students leading on key development projects of their choice, ensuring strong student voice and participation across the Trust. We firmly believe in every student feeling a strong sense of community. In our primary setting, they have a smart council and also have Anti-Bullying Ambassadors, Well Being Ambassadors, Playground Buddies and Eco Councillors. On entering each secondary school, every student is placed in a House. Each House is led by a team of student House Captains and has a clear sense of identity. Regular competitions and assemblies strengthen this sense of community. Each year the House Captains decide on a possible group of charities to support, with students then voting for their chosen school charity and subsequently arranging a variety of fundraising events throughout the school year. Such work is indicative of the ability of students in the Trust to empathise with the needs of others, and further develops their capacity to work successfully in a variety of social settings.



We regularly bring visitors from the community into school to work with students, and maintain strong links with our local secondary schools. Each school's facilities are used for evening and weekend lettings, including superb sporting facilities, as well as holiday classes, providing opportunities for a diverse range of users including the Greek School, and local dance and sports groups.

Across the Multi Academy Trust a large variety of annual school trips give students the opportunities to sample different cultures, whilst an extensive programme of off-site visits provides opportunities for students to experience the diversity that exists within the UK, including theatre, galleries and museum visits.

Our schools are proud to be truly community-based schools, with students and staff from different religions and a number of languages spoken in each school. As a Trust we recognize and celebrate what makes us unique and different, and acknowledge that we are also part of one community. Our aim is for everybody to feel valued and respected and we strive hard to ensure we create a positive culture within the schools to enable this to happen.



Care, Guidance and Support

Successful learning takes place when students feel safe, confident, respected and valued, and are engaged. The Trust believes in supporting and nurturing all students in their quest to become successful learners. As such, we place a high value on pastoral care as an integral part of the life of each school.

We promote positive attitudes towards learning and provide a caring and supportive environment within our community. Continuously nurturing, supporting and developing our students is hugely important to us and significant investment is made in each school's pastoral structures.

Staff Development

The Trust has an extremely strong reputation for staff development both teaching and support staff. Developing the next generation of school leaders, both middle and senior, and future Headteachers for those who wish to pursue this, is a responsibility that we take very seriously.

We have a full suite of staff leadership development which staff can join be they an ECT or highly experienced colleague, whilst I chair the national Leadership Partner School network, a group that brings together schools dedicated to developing outstanding leadership skills throughout their communities, and which allows us to visit other network schools, to attend national conferences and to share best practice.



In addition to innovative whole staff training days, we disaggregate a number of hours for training every year. This allows staff development to be highly personalised as staff can opt for the training which best meets their needs, including the opportunity to do a research project in partnership with Cambridge University. Many use their disaggregated time to coach others or to receive coaching. Moreover, there are specific training sessions for ECTs and other interested staff which run each week after school.

We also place a lot of emphasis on 'on the job' training and support. A thorough induction scheme is available to all new staff, and mentors/buddies are assigned to guide you through those new routines. Finally, external courses can of course be booked if, on very rare occasions, we cannot cater for a particular training need in house.

Leadership Development

The Trust's Leadership Academy encompasses both staff and student leadership development through a series of student led groups and staff leadership pathways. The staff programme specifically provides opportunities for:

- Aspiring Middle Leaders
- Aspiring Senior Leaders

All pathways are personalised for the individual and staff receive one to one support from a mentor alongside working on a whole school project. Both support staff and teaching staff are welcome to join the Leadership Academy at any point in their career.

A full suite of leadership training is offered with a range of sessions including:

- Communicating vision and values
- Developing your leadership approach
- Building a high performing team
- Supporting your team
- Leading your team day to day
- Quality assuring effective teaching
- Observation for improvement
- Using data for impact
- Fostering positive behaviour for learning
- Leading and managing innovation and change

Attendance to all training sessions leads to certification by the SSAT. In addition, we encourage aspirant Senior Leaders to take part in the SSAT 'Stepping Up to Senior Leadership' training programme, which includes four external sessions throughout the year. As part of the Trust's commitment to developing future leaders, a number of the existing Senior Leadership Team across both secondary schools gained experience through an 'Associate' SLT position before gaining substantive leadership posts.

Trust Staff Benefits

Alongside our very strong focus on outstanding professional development and promotion opportunities, we also offer a range of benefits including the following.

Competitive base salary with a tailor-made development plan aimed at enhancing your future [earnings] potential through:

- High quality, personalised CPD
- Bespoke leadership development programmes
- Subsidies for Masters and Degree courses
- Secondment and shadowing opportunities
- The potential to work across more than one school across the Trust to develop career enhancing skills and knowledge

Access to a wide range of health and wellbeing resources including:

- Employee Assistance Programme via a market-leader offering a wide range of health and wellbeing resources plus access to counselling for staff and their immediate family
- Occupational Health service providing guidance on managing health conditions in the workplace
- New, professional and fit for purpose working environments
- Access to a range of sports and leisure facilities including a fully equipped gym and swimming pool
- Free flu jabs
- Subsidised social events
- 100% attendance reward – day in lieu, taken at each school's discretion

Further benefits:

- Supported Nursery provision with Ashbourne at any of their nurseries in the Buckinghamshire, Essex, Hertfordshire, Northamptonshire, and Bedfordshire area:
 - 15% discount for all Trust staff
 - Term time only places are available
 - A school day would be 9.00am – 3.00pm
 - "Sundries" would be applied to a child taking up a funded only space (e.g. 30 hours funding only). This covers the cost of meals, snacks, nursery resources and consumables
- Onsite car valeting at a reduced price
- Substantially discounted membership to Lifestyle Fitness's state of the art purpose built gym at Goffs Academy
- Free tea and coffee for staff

Additional financial incentives including:

- Exam marker payment of £400 plus 2 days paid leave to do the marking (1st year)
- Payments for staff taking weekend sporting fixtures: staff paid £200 for leading a minimum of six Saturday fixtures plus 6 weekly training sessions
- A daily allowance of £50 for school trips taken over a weekend or any school holiday
- A £1,000 Employee Referral Scheme (i.e. finder's fee) for any qualifying positions that you refer the successful candidate for: £500 on the person starting, and £500 if the person is still at the school 12 months later