

Job Description

Job Title:	Management Accountant
Hours of Work:	37.5 hours per week x 52 wks
Department:	Finance
Accountable to:	Marie Coles
Number of direct reports:	None
Budgetary responsibility:	None
Location:	Stowe
Purpose of the role:	<p>To provide accounting support to the School's Financial Controller and budget holders in gathering and analysing financial information for presentation in the termly management accounts. Also providing accounting support to the team of Accounts Assistants (transactional team) to perform their tasks and run weekly payments.</p> <p>Preparing Statutory reports within the deadlines specified.</p>

The Stowe Group

The Stowe Group of schools (Stowe, Swanbourne House and Winchester House) was created in January 2021 and is situated on three separate sites in Buckinghamshire and Northamptonshire. Across the three schools, The Stowe Group offers education for boys and girls from 3-18 years. Within The Stowe Group there are more than 1,500 pupils and 850 colleagues. The Schools occupy sites of historical significance in Swanbourne, the market town of Brackley and the world-famous landscape gardens at Stowe, where we work with The National Trust to manage 880 acres and open the grounds to over 200,000 visitors a year. Stowe House is open to the public during the School holidays and for guided tours during term time. The Stowe Group is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. In 2021, The Stowe Group launched its transformational and substantive Change Makers vision and Change 100 programme.

Vision & Ethos

We are Change Makers

Stowe stands in the most sublime setting of any school in the world. Historic buildings, landscaped gardens and the very spirit of the Enlightenment sit at the heart of its founding. But, as this remarkable landmark enters its second century as a leading public school, we believe that beauty and tradition are not enough: our future vision for the School embraces change, uncertainty and the challenges that will face our pupils not just during their academic careers, but throughout the rest of their lives in a world which is increasingly complex and ambiguous. Within that volatile environment we see our pupils and staff as Change Makers. They will make a lasting impact not only while they are here at Stowe, but, perhaps more importantly, in the wider world. The history of this place, both as a stately home and as a pioneering school remains important to our mission of education, and at the heart of a Stowe education remains intellectual enquiry, academic curiosity and a love of learning. We strive for a balance of rights and responsibilities, equality and inclusion and to treat each pupil and member of staff as an individual. Our vision is inspired by a history of progressive thinking, and has been developed through collaboration with our pupils,

parents, teachers, support staff, governors and alumni. Yes, we teach pupils how to excel in exams, but we also teach them how to collaborate, how to solve problems and how to think critically. Stowe is educating a generation of Change Makers ready to transform the world.

The Group's talented and committed workforce is one of our greatest strengths. We are committed to fostering team engagement, attracting, mentoring, developing and retaining our best teachers and support staff. We focus on employee wellbeing, provide opportunities for professional growth and we create a culture of community and partnership.

Key Tasks:

1 Financial Accounting:

- 1.1 Responsible for producing accurate accounting information on key areas of responsibility (mainly Capital, Estates, Grounds, Operations, and ICT) to assist in the production of termly management accounts and yearly budget preparation, within the deadlines specified.
- 1.2 Manage and reconcile school trips and charity collections, to ensure they have been authorised with any under/overspend investigated. Escalate any risks or VAT implications are to the Financial Controller in a timely manner.
- 1.3 Monitor and reconcile capital/revenue projects and fixed assets for key meetings and within deadlines specified.
- 1.4 Supervise the transactional accounts (bank, cash, credit cards) to ensure that audit reviews and reconciliations are undertaken monthly.
- 1.5 Review and post recharges generated by the school, i.e. School Shop, Catering, Stationery etc.
- 1.6 Support the Financial Controller in obtaining and reviewing stock figures at the end of each term.
- 1.7 Responsible for cash flow reporting and forecasting (including Capital spend and Stowe School Foundation drawdowns) as and when required.
- 1.8 Support the completion of relevant statutory returns (VAT, payment practices, capital and annual statutory accounts).

2 Purchase Ledger:

- 2.1 Support the Accounts Assistants with any queries that arise.
- 2.2 Review certain invoices for posting (already approved) to ensure accuracy in coding, VAT and authorisation levels.
- 2.3 Review Expenses claims to ensure they adhere to the School's policy and procedures and are correctly coded.
- 2.4 Perform payment runs each week, aligned to the School's policy and procedures.

3 Budget Holders

- 3.1 Support the Financial Controller in communicating budget requirements and collating the data for review.
- 3.2 Help advise budget holders of the budget allocation for the following year (before the academic year begins)
- 3.3 Monitor departmental budgets, educating and liaising with budget holders as required.

4 Other:

- 4.1 Compile operating lease obligations during the year, for reporting in the statutory accounts.
- 4.2 Provide administrative support to the School (including Beagles) and Director of Finance for insurance documents, correspondence and claims. Ensure School compliance, especially with regards to vehicles and hire vehicles.
- 4.3 Provide support on insurance changes and queries as and when required.
- 4.4 Research and co-ordinate information as required by the Financial Controller and Director of Finance.
- 4.5 Ensure adherence to statutory Health and Safety and Data Protection Legislation at all times.

Person Specification: The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form

Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • AAT Level 4 or proven experience as management accountant or similar role 	<ul style="list-style-type: none"> • CIMA/ACCA Qualifications
Specialist Skills and Experience	<ul style="list-style-type: none"> • Solid Knowledge of basic and advanced accounting and financial principles and practices • Excellent knowledge of risk analysis, budgeting, and forecasting • Basic IT skills (MS Office) 	<ul style="list-style-type: none"> • Advanced IT skills (MS Office) • Experience of Medium sized companies
Personal Qualities	<ul style="list-style-type: none"> • Analytical mind with aptitude in math 	

	<ul style="list-style-type: none">• A problem solver with attention to detail• Organisational and leadership skills• Able to work under pressure and to deadlines• Good interpersonal and presentational skills• Capable of taking responsibility for own work and also to work as part of a team• Able and willing to take on new tasks at short notice, showing initiative to solve problems	
<p>This job description and Person Specification reflects the present requirements of the post and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder</p>		
<p>Date Agreed: April 2024</p>		

Our Values



Value scales:

This value is the least important to the role	This value has some significance to the role	This value is desirable to the role but not essential	This value is important to the role	This value is essential to the role
1	2	3	4	5

In the role of Management Accountant, we are looking for Change Makers who are (please highlight as appropriate):

Professional:	1	2	3	4	5
Creative Problem Solvers:	1	2	3	4	5
Kind:	1	2	3	4	5
Flexible:	1	2	3	4	5
Collaborative:	1	2	3	4	5
Communicator:	1	2	3	4	5