

Job Title	Management Accountant
Line Manager	Head of Finance / Senior Finance Business Partner
Salary Range	Competitive, dependent upon experience
Hours	40 per week. Mon-Fri, 8.30-5.30. Year-round contract
Location	Repton. Occasional travel to Repton Prep.
Benefits	Occupational Pension Scheme Complimentary Sports Centre membership (including family) Cycle to Work Scheme Discount Platform
Role Overview	
<p>Reporting to the Head of Finance / Senior Business Partner, this is a key role within the Finance team, responsible for the timely production of monthly management accounts. The role will also support the Head of Finance on strategic initiatives, including business partnering with non-finance stakeholders across group entities, and playing a key role in embedding new finance systems and processes.</p>	
Role Responsibilities	
<p>Management Accounting</p> <ul style="list-style-type: none"> • Produce accurate and timely monthly management accounts, including supporting commentary and variance analysis, ensuring compliance with legal and charitable reporting requirements. • Deliver high-quality internal reporting to support decision-making across the organisation. • Partner with budget holders to ensure clear understanding of financial performance and budget monitoring information. • Manage VAT accounting processes effectively, ensuring compliance with relevant regulations. <p>Financial Processes and Controls</p> <ul style="list-style-type: none"> • Ensure adherence to financial policies and procedures, including expenses, credit cards and petty cash. • Maintain compliance with data protection, confidentiality and IT security requirements across all financial processes. • Review and strengthen financial controls on an ongoing basis, ensuring they remain robust, efficient and scalable. <p>Finance Technology</p> <ul style="list-style-type: none"> • Support the implementation of new digital ways of working. • Drive adoption and optimisation of system functionality, acting as a key advocate to improve efficiency and reporting capability across the Finance team. 	

Commercial Decision Support

- Monitor expenditure against budgets, providing timely and insightful analysis.
- Work closely with budget holders to support effective financial planning, forecasting and spend phasing.

Broader Finance Team Contribution

- Line Management of Accounts Payable Assistant
- Provide guidance and support to team members where required.
- Collaborate effectively across teams, supporting colleagues within Finance and wider operational and academic functions.
- Build strong relationships with internal and external stakeholders, proactively identifying solutions and enhancing service delivery.

Other

- Proactively identify and implement improvements to financial processes and ways of working.
- Ensure financial procedures remain aligned with changes in legislation, regulatory requirements and best practice.

Person Specification

Experience

Essential

- Proven experience in a similar Management Accountant (or equivalent) role, including responsibility for:
 - Preparing monthly management accounts
 - Managing and delivering month-end processes
- Strong understanding of UK accounting standards and financial practices, including the regulatory environment
- Demonstrable experience using a range of financial systems, with the ability to leverage functionality effectively
- Experience managing relationships with both internal and external stakeholders

Desirable

- Experience within the education sector, particularly independent schools
- Experience within the charity sector, including preparation of charity accounts

Skills

- Part-qualified accountant (e.g. ACCA/CIMA) or qualified by experience (QBE)
- Strong financial accounting knowledge
- Advanced IT skills, including at least intermediate-level Excel (e.g. pivot tables, SUMIFs)
- Highly organised and methodical, with a proven ability to deliver accurate, high-quality work to deadlines
- Excellent written and verbal communication skills, with the ability to engage effectively across a wide range of stakeholders

Personal Attributes

- Proactive, with a professional and positive approach
- Service-oriented, with a focus on delivering high-quality support to stakeholders
- Resilient and composed under pressure, with the ability to meet tight deadlines in a fast-paced environment
- High levels of integrity, with the ability to handle sensitive information with discretion and confidentiality
- Confident and collaborative, with the ability to build relationships and work effectively with senior stakeholders and as part of a team

Additional InformationSafeguarding

Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact is a critical part of all roles at Repton/Repton Prep

Under the Sexual Offences Act 2003 it is a criminal offence for a person over 18 (e.g. teacher, matron, sports coach) to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual. This applies where the child is in full-time education and the person works in the same establishment as the child, even if s/he does not teach the child.

Moreover, whatever the age of the pupil, a sexual relationship between an employee and a pupil will be considered an abuse of a position of trust and gross misconduct, likely to result in dismissal.

Health

The successful applicant will be required to complete a Health Declaration once a formal offer of employment has been made and accepted.

Children Act and Referees

Successful appointment will be dependent upon statutory criminal conviction checks including an enhanced DBS Check in accordance with the Children Act, as well as favourable reports from two referees. It will be assumed that the School may contact your nominated referees without further reference to you, unless you specify any alternative arrangements.

Child Protection Policy

All applicants must be familiar with our Child Protection Policy which can be found at <https://www.repton.org.uk/userfiles/reptonmvc/Documents/06-Key-Information/Employment-Opportunities/170916-Child-Protection-and-Staff-Behaviour-Policy.pdf>