



# BRADFORD

BIRTH TO 19 

Bradford Birth to 19 Management Accountant

<b>Start Date</b>	As soon as possible.
<b>Location</b>	<p>Our roles involve a mixture of office and home-based working (hybrid).</p> <p>The Office address is:</p> <p>St Edmund's Nursery School Washington Street Girlington Bradford BD8 9QW</p>
<b>Short Description</b>	<p>The Management Accountant is a new position, supporting the Senior Leadership Team and Governors in the provision of financial and non-financial information, ensuring they remain informed about accounting and finance activities within BB19.</p> <p>The successful candidate will be responsible for ensuring the smooth running of all financial matters, with a particular focus on accurate reporting and compliance.</p> <p>The role is ideally suited to someone who has commenced their training towards a professional qualification (ACCA/CIMA) or has completed an accounting technician qualification (AAT) and is looking to complete professional qualification.</p>
<b>Annual Salary</b>	<p>£32,076 - £38,223, depending on qualification and experience This is a full time role, but part time may be considered.</p>

## Who is Bradford Birth to 19?

Founded on the principles of social enterprise, Bradford Birth to 19 is committed to driving forward social mobility, from the first days of a child's life. For us, that means working in partnership with agencies and families, to provide place-based, whole-child offers which help children and young people to achieve their potential, and lead successful, healthy lives.

Bradford Birth to 19 is an organisation which has grown over the past decade so that it is now making a significant contribution to learning and health outcomes for children and young people in Bradford and West Yorkshire. Founded in 2013, and growing from an outstanding school, Bradford Birth to 19 now has a national profile, with impact being seen across the UK.

### Bradford Birth to 19 is made up of:

Birth to 19 Training, incorporating Bradford Birth to 19 SCITT and Birth to 19 Apprenticeship Academy



Bradford Birth to 19 Institute for the Early Years



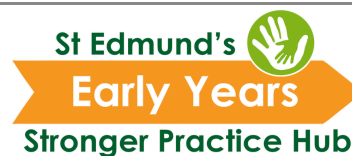
50 Things to Do Before You're Five



50 Things to Do Ages Five to Eleven



Early Years Stronger Practice Hub



Education Alliance for Life Chances



## **Bradford Birth to 19's current offer**

- ★ The Bradford Birth to 19 SCITT supports graduates wanting to gain Qualified Teacher status in the primary and secondary age-phases, and schools wanting to recruit high-quality teachers.
- ★ Our 50 Things initiative helps local government, Multi Academy Trusts and health agencies to improve their support for parents and children from birth to 11.
- ★ Our Institute for the Early Years provides professional development and quality improvement support for schools and Early Years settings, local authorities and health services, focused on children from birth to five years old. This includes acting as the Early Years Stronger Practice Hub for the DfE in West and South Yorkshire.
- ★ The Apprenticeship Academy offer is new for 2024, initially focussing on Early Years, teaching and teaching assistant apprenticeships.
- ★ The Education Alliance for Life Chances brings together partners from all of the major organisations concerned with children and young people's wellbeing across the Bradford District and connects these organisations with Bradford's 232 schools. Unique to EALC's whole-system approach is our partnership with the Centre for Applied Education Research (CAER), which connects cutting-edge academic research with on-the-ground practitioners, ensuring that our work is based on the best available evidence, based on the best available evidence.

## **Local and national reach**

Locally, Bradford Birth to 19 works with schools, Early Years settings, universities, health, the charity sector, and local & national government partners with the aim of making Bradford a better place to grow up. Whilst much of our work is with schools and settings, we also work with parents, the voluntary sector, health and community groups to support a range of community regeneration initiatives across the district.

We work collaboratively with over 600 nursery, primary, special and secondary schools, private and voluntary early years providers and charities locally and nationally. Locally, we are held up as a model of outstanding leadership within the Early Years and in parent partnership. We have a strong record of success in Initial Teacher Training, through our Bradford Birth to 19 SCITT. We were a significant partner for the Department for Education through the Bradford Opportunity Area, and now support a five-year initiative to improve social mobility in Bradford. This is being sustained through The Education Alliance for Life Chances.

## **Bradford Birth to 19 Management Accountant**

Bradford Birth to 19 is seeking an enthusiastic and proactive Management Accountant to help drive improvement in our financial systems. You will be AAT qualified and / or working towards a professional qualification (ACCA/CIMA).

You will be analytical and versed in accounting controls, while able to forge strong relationships with a close-knit team in a growing organisation. Your remit will be broad, from transactional work through to presenting to Governors, and you will be able to effectively communicate financial information to non-finance colleagues.

Key accountabilities:

- Maintaining accurate purchase and sales ledgers, processing all invoices received, processing all payments made within the banking system and SIMS FMS, raising sales invoices periodically
- Prepare financial statements, budgets, and reports to aid in financial planning.
- Prepare monthly and annual management accounts including commentary, variance analysis
- Develop, maintain and monitor effective financial controls
- Ensure effective management control through regular monitoring, forecasting and variance analysis
- Work collaboratively with the Senior Leadership Team across all areas of Birth to 19 to develop forecasts and strategies.
- Assist in the creation of the annual statutory accounts, to include liaison with external auditors
- Manage tax payments and returns ensuring compliance with legislation.
- Participate in risk management and financial audits.

## **Benefits and Outcomes**

Working with us is unique! We are a supportive, values-driven organisation. We are small enough to be able to innovate quickly, and to ensure all who work with us are valued and nurtured; and large and successful enough to have influence with and be supported by local and national decision-makers. Benefits include:

- 26 days annual leave per year plus bank holidays
- Clear performance expectations and opportunity to increase salary banding annually
- Training and personal development opportunities

The post we are advertising is as a result of sustained growth, and will be a new addition to the team.

Our organisation supports the local economy, and we expect all our staff to support our belief that children and young people should be at the centre of everything we do. This means a commitment to community cohesion and social mobility for all.

## **You, Your Skills & Experience**

You should be comfortable working in an evolving and rapidly changing environment, therefore if you're innovative, curious, and not afraid of a challenge, we'd love to hear from you.

### **Qualifications**

5 GCSE grade A-C or 9-5 inc. Maths and English

AAT qualified and/or ACCA/CIMA part-qualified

### **Skills & Experience**

#### **Essential:**

- Previous experience of working in a finance department or in a finance role
- Proven financial decision making and modelling experience
- Working knowledge of a finance package (experience in the use of SIMS FMS is desirable but not essential)
- Experience of creating annual budgets and longer-term financial plans.
- Ability to plan and prioritise own workload, effectively communicate and have an excellent attention to detail

- Ability to effectively communicate finance data to non-financial managers.
- Demonstrate excellent numeracy skills.
- Highly competent in the use of Microsoft Word and Excel

**Desirable:**

- Experience of working in a charity/non-profit sector or school finance environment, including an understanding of key charity-related finance issues such as restricted funds.
- Experience of running a payroll and associated HMRC and pension requirements.
- Working knowledge of project management systems
- A passion for making a difference to the lives of all children and families, but particularly those facing social and economic disadvantage

**Grade & Salary**

Depending on qualifications and experience, this role is graded at SO1 (£32,076 - £33,945) or PO1, (£35,745 - £38,223).

**Satisfactory Enhanced DBS clearance**

**Duration**

This is a permanent full time, all year-round post. There is a hybrid option, but at least three days a week should be in the office. We will consider flexible working patterns.

**Application Instructions**

Please apply by requesting an application form from Abigail Traynor, [abigail.traynor@bradfordbirthto19.org](mailto:abigail.traynor@bradfordbirthto19.org), and sending the completed version alongside a professionally laid out covering letter, and if you wish, a CV. When uploading your documents, please make sure you title each one with your name.

Please ensure you demonstrate in your application how you match every area of the person specification, and tell us how your experience, knowledge and skills will help us grow and succeed.

## **Eligibility**

You must be eligible to work in the UK for the duration of your employment. Information is available at <http://www.ukba.homeoffice.gov.uk/>

### **Support for applicants with disabilities, impairments or health conditions**

We want to make sure that all candidates have equal access to our recruitment and selection procedures. If you have a disability, impairment or long-term health condition that may affect your ability to submit an application, or if you need any adjustments to be able to attend an interview, take part in the selection process or to carry out the job you are applying for, please contact [abigail.traynor@bradfordbirthto19.org](mailto:abigail.traynor@bradfordbirthto19.org). This will enable us to make any reasonable adjustments. Any information provided will not inform any part of the recruitment and selection process.