

**ADVERT**  
**Accountant**

**Required for September 2019**  
Salary: Circa £36,000 – Circa £40,000

We are a successful Catholic Multi Academy Company formed in October 2014, comprising one secondary school and five primaries. In February 2019 the Board of Directors appointed a Catholic Senior Executive Leader (CEO equivalent) to implement the MAC vision and to work with the Board to achieve our three strategic priorities: expanding the MAC, moving all our schools to Outstanding, maximising capacity and sustaining Catholic post-16 education.

To help achieve our exciting and challenging vision, the MAC now seeks an Accountant who will support the Chief Finance & Operations Officer (CFOO) in managing the varied financial disciplines of the role.

The successful candidate will ideally have prior experience with an education environment and can demonstrate the drive and commitment to work with us and maintain the current high standards in providing key professional input and support in all financial matters.

The Accountant will:

- be a key member of the finance team and report to the CFOO
- ensure the effective operation of all financial controls by maintaining systems and procedures thus ensuring that financial transactions are recorded and reported accurately in a timely manner
- prepare monthly management accounts, forecasts, budgets and year end accounts
- prepare quarterly VAT returns
- liaise with external Payroll providers ensuring accuracy of output and external processing
- assist in the completion of ESFA returns
- be responsible for monitoring and maintaining the cash flow

The ideal candidate will have appropriate skills and knowledge along with a commitment to the values and ethos of St Nicholas Owen Catholic Multi Academy Company.

To apply for the post, please write requesting an application pack from Mrs Stella Batson, PA to the Business Director: [bdpa@stnicholasowen-mac.org.uk](mailto:bdpa@stnicholasowen-mac.org.uk) or visit our website to download an application pack.

Closing date for applications: 24 June 2019 noon Interviews: Week beginning 1 July 2019