

Job Description – Assistant Accountant

Responsible to: Finance and Resources Manager

Hours: 37 hrs/week

Weeks per year: Full Time

Grade: N Grade



Job Purpose:

- To take ownership of the Accounting Timetable and ensure that all processing within the department meets management requirements.
- Mentoring and Development of junior members of the team.
- Ensuring compliance of internal financial handbook and Academies Financial Handbook to ensure procedures are documented and kept up to date.
- Responsible for all aspects of accounts receivable and payable
- Assist in the development of relevant policies and procedures
- To assist in audit and statutory reporting requirements.
- Production of monthly management accounts for review together with follow-up on budget variances.
- The post-holder will be required to supervise the work of junior team members and deputise for the Finance & Resource Manager on occasions.
- To ensure that all key accounts are reconciled and reviewed each month ensuring segregation of duties.

Key Accountabilities

1. Provide high quality financial information including projected outturns and early warning systems for budget variances.
2. Ensuring correct accounting policies are being applied when budgeting and allocating actual spend.
3. Ensuring that the balance sheet is reconciled on a monthly basis and any old items are followed up in a highlight report.
4. Supervise day-to-day operations within accounts receivable and payable functions.
5. Support the development of staff at all grades.
6. Support the development of a service culture within the team and ensure that all queries / complaints are followed up with robust action plans where necessary
7. Responsible for authorising and overseeing the processing of all pre-requisition orders within agreed limits.
8. Work closely with Finance and Resources Manager to ensure the smooth running of the Finance team, and deputise when needed.
9. Assist the Finance and Resources Manager preparing the three year budget and critical cash flow, income and expenditure patterns.
10. Monitor all budgets on a monthly basis, complete appropriate returns and advise Finance and Resources Manager and Executive team accordingly.
11. Manage the proper collection, reconciliation and banking of monies.
12. Prepare and submit all VAT and appropriate tax returns in a timely manner.
13. Provide a range of financial and budgetary information and reports as required, ensuring accurate monitoring of budgetary expenditure throughout the year.
14. Ensure compliance with accounting standards and maintaining structures that meet both statutory and management reporting requirements and comply with audit practises.

15. Maintain the computerised financial systems in line with agreed policies, carrying out regular housekeeping and monthly management checks.
16. Manage and report on all income and expenditure from all school accounts.
17. Carry out project work as required.
18. Supervise Finance Assistants, overseeing all duties.
19. Develop and manage ad hoc reports that address operational requirements
20. Input to Governor reports and ensure that financial information tells a clear and complete story.
21. Escalate significant budget variances concerns on a timely basis to enable corrective actions to be taken quickly.
22. Ensure that financial explanations are provided in a way that is easy to understand for non-finance team members.
23. Update any financial procedures and ensure communication to any staff that may be affected by changes.
24. Ensuring that the Accruals and Prepayment / Matching concepts are applied to transactions processed.

Supplementary Accountabilities

1. Comply with and assist with the procedures relating to child protection, Health and Safety, confidentiality and data protection.
2. Contribute to the aims of the school.
3. Develop relationships and communicate with other agencies and schools.
4. Share expertise and skills with others.
5. Participate in training and other learning activities as required.
6. Contribute to the overall aims and targets of the school, appreciate and support the roles of other members of the school work team and attend and participate effectively in relevant meetings as required.

Knowledge & Experience:

- A clear understanding of finance systems
- Minimum of AAT qualified or part-qualified accountant
- GCSE or equivalent, C or above in English and Maths
- Experience of development, management and operation of finance systems
- Full working knowledge of Microsoft Office and Microsoft Outlook
- Good spread sheet modelling skills
- Ability to organise, plan and develop administrative systems
- Excellent communicator
- Ability to work to tight deadlines for self and team
- Ability to prioritise own workload and those within team
- Work constructively as part of a team, understanding school roles and responsibilities.

Decision Making:

- Responsible for the efficient operation of the finance function
- Monitor expenditure within an agreed budget
- Knowledge of when to escalate issues.
- KPI creation and monitoring of finance team

Contacts and Relationships:

Headteacher, Governors, LA Officers, Contractors, Staff, Pupils, Auditors, Senior Management Team.

Creativity & Innovation:

Develop efficient processes to ensure the smooth running of the Finance function

Contribute to the development of relevant policies

Emotional Demands:

Working with colleagues and to deadlines

Other duties

The post holder may be required to perform duties other than those given in the job description for the post.

The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not of themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.

February 2014