



Shaw
Education
Trust



Careers

at Shaw Education Trust



Job Title:	Accountant
Grade:	10
SCP:	SCP 40– SCP 44
Conditions of Service:	Support Staff Contract
Responsible to:	CFO
Location:	Head Office

Job Purpose

The Accountant is responsible to the Chief Finance Officer and will be responsible for managing the central finance function of the Shaw Education Trust, overseeing the day-to-day operations of the central team ensuring processes are robust, timely and accurate.

Working with a range of stakeholders across the Trust, they will ensure that the Trust operates good financial governance in line with the requirements of the Academies Financial Handbook published by the Education Funding Agency (EFA), the Trusts Financial Scheme of Delegation. They will contribute to strategies that minimise financial risk and enable financial compliance and accuracy of financial data and reporting across the Trust.

The successful candidate will be responsible for the preparation of consolidated monthly management accounts, annual reports, and other financial returns.

Key Responsibilities

Main Duties and Responsibilities

- Provide leadership to the Trusts Accounting function, ensure the central team has strong oversight and controls in place in relation to both central and regional processes.
- Ensure that the Shaw Education Trust (including its constituent academies) comply with all relevant laws and regulations and statutory requirements within areas of responsibility.
- Engage in continuous knowledge development regarding sector's rules, regulations, best practices, tools, techniques and performance standards and provide high level professional financial advice to the CFO, and senior Executives.
- Manage and maintain an effective system of internal control, including monitoring and evaluating the effectiveness and efficiency of the accounting systems and processes, ensuring adherence to relevant finance policies and procedures, reporting relevant information to the CFO
- Support with the external audit. Through liaison with external audit identify financial risks within the trust and take appropriate action to addresses and manage them.
- Ensure there is an appropriate common accounting system across the academies that meet both internal needs and the requirements of external agencies, including funding bodies.
- In conjunction with ICT support services, ensure that the accounting software is fit for purpose and optimised. Additionally, lead on any financial project, for example embedding new software.
- Be responsible for producing accurate and timely monthly consolidated management accounts, annual reports, and grant assurance reports for the ESFA.
- Ensure that the month end checklists are completed including the reconciliation of HO control codes and maintaining the asset register.
- Manage the forecasting process for the Trust cash flow projections on a weekly, monthly and annual basis.
- Undertake accounting for Capital projects including monitoring grant income, plus accurate

- and timely reporting to the Education and Skills Funding Agency ESFA when necessary.
- Review and ensure that the Trust has adequate insurance provision making appropriate arrangements where required.
 - Responsible for the submission of all VAT tax and regulatory/compliance issues on behalf of the Trust ensuring the CFO is aware of any reportable issues.
 - Responsible for maintaining Shaw Education Trust bank accounts
 - Responsible for identifying and reporting any related party transactions to the ESFA or other relevant body as necessary.
 - Manage and motivate the Head Office finance team.
 - Coordinate the training of Head Office finance Colleagues.
 - Undertake other duties as required that are consistent with the role and responsibility of this post.

Support to School (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Ensure all pupils have equal access to opportunities to learn and develop.
- Appreciate and support the role of other professionals.
- Contribute to the overall ethos/work/aims of the school.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Contribute to the achievement of the school's objectives.
- **Promote inclusion and acceptance of all pupils within the school.**
- Establish good working relationships with pupils, acting as a role model and setting high expectations.
- Be aware of, support and ensure equal opportunities for all.
- Assist with pupil needs as appropriate during the school day.

Safeguarding

- Take responsibility for promoting the safety and welfare of all pupils.
- Report all concerns to an appropriate person.
- Co-operate and work with relevant agencies to protect children.
- Ensure all statutory requirements are adhered to, including prevention.

This job description is not prescriptive, nor necessarily a comprehensive definition of the position.

Notwithstanding the duties in this job description, you will be expected to undertake any other duties and tasks which are not specifically listed but are within the scope and remit of this post to ensure the effective delivery and development of the service.

Qualifications and Experience

Qualifications/Training

- Qualified or part/qualified and currently working towards ICAEW, ACCA, CIMA, or CIPFA (E)
- Evidence of recent education professional CPD and a commitment to continuing development (E)

Experience / Knowledge / Skills

- Minimum of 5 years-experience in education finance (E)
- Good knowledge of academy finance. (E)
- Experience in financial reporting, month and year end accounting procedures. (E)
- Sound knowledge of school-based financial and management information systems (D)

Codification of expected norms and behaviours

Leadership, of self and others		
Attitude	Aptitude	Functional Capability
<ul style="list-style-type: none"> • Build relationships between yourself and the team, and between team members. • Unify not divide the team, promote a culture of respect. • Manage conflict well and pro-actively. • Embrace and welcome accountability of self, and for team. • Care for the well-being of your team/colleagues. • Support the retention of good staff by creating a positive culture around workforce development and team communities. • Ensure good communication amongst your team and the wider organisation as appropriate. 	<ul style="list-style-type: none"> • Ensure effective workforce development and training for self and all, including coaching and mentoring. • Spot and nurture talent – in yourself and in others. • Positively engage in development opportunities and aptitude development. 	<ul style="list-style-type: none"> • Ensure clear roles and accountabilities for the team are well understood. • Develop and promote mutual accountability between colleagues in the team. • Deploy staff and resources effectively across the team. • Manage the workload of self and team. • Know your team(s)/colleagues well.
Model our values and behaviours		
Attitude	Aptitude	Functional Capability
<ul style="list-style-type: none"> • Build trust within your teams and across the Trust. • Create and contribute to a psychologically safe environment so staff can work and flourish within your team and across the Trust. • Value compassion • Encourage a can-do approach personally and across your team. • Positively challenge poor behaviour and call it out. 	<ul style="list-style-type: none"> • Be self-reflective on your own strengths and be proactive in seeking support (via colleagues, reading or CPD) to understand any areas for improvement and ensure your development in these. 	<ul style="list-style-type: none"> • Display professional credibility to team, peers, and trustees.

<ul style="list-style-type: none"> • Be highly and consistently visible across the organisation and within your team. • Demonstrate a consistent approach and calmness. 		
---	--	--

Motivate and inspire

Attitude	Aptitude	Functional Capability
<ul style="list-style-type: none"> • Celebrate and acknowledge success of self and others. • Show and demonstrate the value of others – create an abundance culture where all can be successful without threat or competition. • Demonstrate drive and ambition for self, team and Trust. 	<ul style="list-style-type: none"> • Engage in wider networking, development opportunities and/or reading to gain inspiration and personal motivation. • Understand and share your ‘why’ – and revisit it regularly. 	<ul style="list-style-type: none"> • Communicate a precise and clear vision. • Set the journey ahead which is understood by all. • Evidence sharp goal setting and achievement. • Ensure errors, oversights and mistakes are rare.

Reflection

Attitude	Aptitude	Functional Capability
<ul style="list-style-type: none"> • Demonstrate transparency and integrity within team and across the Trust. • Accept responsibility and be vulnerable, avoid a blame culture. 	<ul style="list-style-type: none"> • Take time to know yourself and engage in self-reflection and learning. • Ask thoughtful questions and seek the truth. • Give and accept feedback. 	<ul style="list-style-type: none"> • Encourage your team to reflect on efficiency and effectiveness, striving to gain a constantly improving approach.

Secure accountability by giving tools to succeed by...

Attitude	Aptitude	Functional Capability
<ul style="list-style-type: none"> • Giving generously with your time. • Ensuring 1:1 meetings are useful and effective in driving improvement. • Providing support and removing barriers to success. • Be true to your word, if you say you will do something, do it. 	<ul style="list-style-type: none"> • Have high expectations of yourself and others, seek out best practice. 	<ul style="list-style-type: none"> • Ensuring absolute clarity in terms of expectation and ‘the ask’. • Allocating resources effectively to support KPI delivery. • Be willing and able to have challenging conversations.

In addition to candidates' ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Attitudes to the use of authority and maintaining discipline
- The post holder will be required to have an enhanced DBS check



If a disabled person meets the criteria indicated by the 'Two Ticks' symbol and provides evidence of this on their application form they will be guaranteed an interview.

SW 22.01.2025

Note This job description and person specification conforms to the Shaw Education Trust job evaluation standards and cannot be amended/updated without SET HR approval.