

Job Description and Person Specification

Accountant

JOB DESCRIPTION

JOB TITLE	Accountant
EMPLOYER	University of Brighton Academies Trust
LOCATION	Remote Working i.e. The employee's duties are worked remotely from home. They may also be required to attend a designated Trust office or academy for pre-planned meetings, including one-to-ones, and training on an occasional / adhoc basis. The employee may also be required to attend an external (i.e. non Trust) location for pre-planned meetings and training on an occasional / adhoc basis.
SALARY AND WORKING HOURS	Single Status Grade 10 Points 26 to 28 (£28,238 to £30,502) 37 hours per week, 52 weeks a year
CONTRACT TYPE	Permanent
RESPONSIBLE TO	Financial Controller
RESPONSIBLE FOR	N/A
MAIN PURPOSE OF THE JOB	To administer, prepare and process transactions, maintain up to date computerised records and make necessary accounting adjustments, drawing on knowledge of appropriate national accounting standards applicable to multi academy trusts, as a member of the Accounting and Reporting Team. To provide support to the Director of Finance and CFO and Financial Controller through analysis and reporting, including the submission of returns to external bodies. Work closely with the Business Partnering Team to deliver and maintain seamless departmental communication and training, providing financial support and guidance to stakeholders as required.
MAIN TASKS / KEY RESPONSIBILITIES	
1	Financial Accounting and Reporting Responsibilities
1.1	Ensure integrity of the ledger data being entered into the accounting system, ensuring the timely processing and authorising of entries.
1.2	Undertake monthly reconciliations of key control accounts, including bank reconciliations, investigating variances identified and ensuring that issues are resolved to ensure that the integrity of the accounts is maintained.

1.3	Support the Financial Controller with cash flow forecasting, to enable the Director of Finance and CFO to maximise funds in line with the Trust's investment policy.
1.4	Creation and maintenance of supplier and customer accounts, including carrying out due diligence investigations and assurance before setting up.
1.5	Prepare and process monthly payroll, grant remittances and journal entries, and resolve any queries determining the best course of action following liaison with the appropriate external bodies/internal departments.
1.6	Generate and provide accurate and timely data to the Business Partnering Team to support the use of key financial performance indicators in the academies.
1.7	Support the collation and reporting of timely and accurate monthly, quarterly and annual financial information for Academies, Professional Services and Trust Committees, including the Board. Liaising as necessary with the Business Partnering Team and the Trust's Professional Services, including for example highlighting potential issues requiring challenge.
1.8	Operate systems for maintaining Accruals and Prepayments.
1.9	Manage the VAT accounting integrity of the Trust through the preparation and submission of quarterly VAT returns to HMRC, and prepare responses on behalf of the Director of Finance and CFO to queries arising from the VAT return. Undertake monthly reconciliation of the balance sheet accounts to ensure the maximization of income to the Trust.
1.10	Maintain the Asset Register and Leases and Contracts records to enable audit assurance of the validity of the assets under the control of the Trust.
1.11	Support the Financial Controller with procurement activities, including (but not exclusively), rationalising and reducing suppliers, assisting with projects to improve process and tender administration.
1.12	Deputise for the Financial Controller in their absence.
2	Collaboration
2.1	Provide accurate financial information, analysis and reports for managers and Principals as directed by the Director of Finance and CFO and/or Financial Controller, to inform decision making.
2.2	Work closely with the Business Partnering Team and Professional Services to deliver and maintain seamless departmental communication and training, providing information, support, challenge and guidance to stakeholders as required.
3	Financial Systems and Processes
3.1	Support the Financial Controller in maintaining the efficiency of Sage and supporting accounting systems. Including the development and maintenance of all planning, budgeting and reporting information tools and guidance (e.g. multi-year cashflow forecasting and key performance indicators).
3.2	Support the Financial Controller, in proactively monitoring processes and systems performance, recommending changes and help implement improvements.
3.3	Support the Financial Controller in managing the month end and year-end close and the provision of information to the external auditor.
4	Other
4.1	Support colleagues to understand and implement business change.

4.2	Act as a positive representative for Finance with stakeholders across the Trust.
4.3	To carry out duties in line with the Trusts' policies for Health and Safety and Equal Opportunities.
4.4	To undertake other reasonable duties as requested by the Financial Controller and Director of Finance and CFO.
This Job Description is correct at the time of print and gives the main responsibilities and tasks of the role. These may however be changed or added to as appropriate. There may also be the need for staff to undertake additional duties from time to time, appropriate to the level of the post. Should these additional tasks become a frequent part of the role, the job description will be revised through consultation with the post holder.	
Date: March 2023	
Additional Information	
This post is subject to a Disclosure and Barring Services (DBS) check. This post is exempt from the Rehabilitation of Offenders Act (1974). Applicants must be prepared to disclose all criminal convictions & cautions including those that would otherwise be spent under the Act.	
University of Brighton Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	

PERSON SPECIFICATION

EDUCATION AND QUALIFICATIONS

Essential

- AAT qualified or QBE.
- Evidence of continuing professional development.

Desirable

- CCAB / CIMA part-qualified.
- Qualification in business administration/management (Level 3 or higher).
- Evidence of formal learning in education finance or public sector financial management.

KNOWLEDGE AND EXPERIENCE

Essential

- Likely to have two+ years' UK accounting and reporting experience.
- Experience of working within company law and Charities Act legislation.
- Thorough knowledge of UK accounting standards and tax legislation.
- Experience of maintaining and reconciling accounts for similar sized organisation.
- Experience of drafting reporting requirements of statutory and tax authorities.
- Experience of promoting excellent communication within a finance team.

Desirable

- Good knowledge of requirements of the Education Funding Authority.
- Knowledge of the requirements of other statutory and voluntary funding bodies.
- Experience of successfully identifying opportunities for efficiency improvements and positively adapting to change.
- Experience of coaching and motivating a team with varied skills and experience.

KEY SKILLS AND ABILITIES

Essential

- Outstanding practical accountancy, reporting and analysis skills.
- Good written and verbal presentation skills.
- Confident user of Microsoft Office products, in particular Excel, Word and Outlook.
- Strong knowledge of SAGE 200 or similar financial system.

Desirable

- Experience of taking part in process performance reviews.
- Able to lead and guide stakeholders to work within the Trust's schedule of delegation and adhere to Finance policies and procedures.

PERSONAL ATTRIBUTES**Essential**

- Honesty and integrity
- Confident communication skills
- Ability to show sensitivity and objectivity in dealing with confidential issues
- Commitment to providing high levels of service
- Ability to deliver high quality outcomes to deadline
- Commitment to continuously update own knowledge and skills and undertake development opportunities offered by the Trust