

Job Title:	Assistant Accountant	Band:	Grade 7 (24-28)
Report to:	Accountant		
Location:	Kidsgrove	Department:	SET Central
Hours:	37 hours Full Year		

Job Purpose

Responsible to the Accountant the Assistant Accountant will be responsible for supporting the central finance accounting function of the Shaw Education Trust.

You will ensure that the Trust operates good financial governance in line with the requirements of the Academies Handbook published by the Education and Skills Funding Agency (ESFA), the Trusts Financial Scheme of Delegation (SOD), internal and external policy and legislation.

This role requires the presentation of clear and concise financial information in both verbal and written form to a variety of audiences.

Key Responsibilities

- Support and assist the accountant whilst discharging their duties on behalf of Shaw Education Trust.
- To assist with the preparation of financial reports and returns in a timely and accurate manner.
- Ensure the accuracy, completeness and timeliness of all financial data whilst maintaining high levels of financial control and governance.
- Support in the preparation of reports and submissions as required by the ESFA and other relevant government bodies to ensure the trust can execute its duties lawfully.
- Support the accurate delivery of statutory returns, including (but not limited to) VAT, Corporation tax, Gift Aid and national statistic returns.
- Provide reliable, accurate and high-quality financial information and analysis and support monthly reporting to the CFO including for e.g. Fixed Assets, VAT, Aged Creditors and Debtors.
- Responsible for supporting the monthly delivery of the Management / Trust Board pack financials to include both financial elements and narrative consolidation for CFO review.
- To support the co-ordination of the annual audit work.

- Assist with the production of monthly reports on capital income and expenditure across the Trust ensuring relevant and significant information is available to the CFO.
- Oversee the monthly reconciliation of debtors, creditors, bank transactions, VAT, payroll and fixed assets to ensure audit and Trust financial regulations compliance.
- Support the Accountant in maintaining Shaw Education Trust bank accounts.
- Ensure that all relevant processes and procedures are adhered to within appropriate time-scales e.g. month-end and year-end procedures.
- Support the identification of any related party transactions to the ESFA or other relevant body as necessary.
- Support the Accountant with the day-to-day management of financial MIS.

Notwithstanding the duties in this job description; undertake any other duties and tasks within the scope and remit of this post to ensure the effective delivery and development of the service.



Person Specification Qualification and Experience

Qualifications and Skills

- Educated to AAT Level 4, or part qualified CIPFA, CIMA, ACCA or other equivalent qualification in finance.

Experience

- Experience desired of working within a finance role within the Education Sector
- Knowledge desired of SAGE and PS Financials Accounting Systems
- Must be able to demonstrate good literacy and numeracy skills
- Ability to work constructively as part of a team
- Ability to relate well to children and to adults
- Good organising, planning and prioritising skills
- Methodical with a good attention to detail
- Track record of dealing with internal and external audit
- Ability to analyse and interpret complex financial information, assess the implications, and identify corrective action.

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 	<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.

organisation as appropriate.		
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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. • Be highly and consistently visible across the organisation and within your team. • Demonstrate a consistent approach and calmness. 	<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.

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.

MEASURED BY KEY:

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 20/05/2024

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.