

Job Description

Job Title: Financial Accountant

Location: Inspiration Trust Central Services office, Hewett Academy

Job title	Financial Accountant
Salary Scale	Scale L/M (Scale dependent on qualifications and experience)
Hours of Work	Full time -- 37 hours per week
Weeks Worked	52 weeks a year
Responsible to	Finance Director
Location	Inspiration Trust Central Services office, Hewett Academy

Main purpose of the role

The Financial Accountant will produce accurate financial accounts, budgets and management accounts. Working closely with the Finance Director, the Financial Accountant will ensure all regularity and statutory requirements of the Department of Education (DfE) and other relevant bodies are met.

Organisational relationships

- Responsible to the Finance Director
- Line management of Management Accountants and Accounts Preparation Assistant
- Direct liaison with senior managers and other staff within the Trust Academies

Principal accountabilities and responsibilities

Overview	<ul style="list-style-type: none"> • Responsible for the overall consolidation and review of the management accounts, including commentary, ready for final review by the Finance Director and circulation to Chief Executive Officer and Chair of Trustees • Responsible for accounting for all funding bids to relevant bodies including completion of associated returns as required • Preparation of annual budgets for presentation to Board • Maintenance of financial ledgers and accounting processes • Preparation of forecasts and cash flows • Maintenance and analysis of funding streams • Financial modelling and analysis
Financial Reporting	<ul style="list-style-type: none"> • Timely production of statutory and internal financial reports • Production of DfE and other financial returns • Production of VAT returns including requirements of Making Tax Digital if required • Prepare and analyse financial statements, reports, and budgets.
Compliance	<ul style="list-style-type: none"> • Key contact for external auditors, responsible for production of the year end statutory accounts working papers • Liaise with internal and external auditors, bankers and other authorities • Ensuring that appropriate systems and internal controls are implemented and maintained • Ensure compliance with accounting standards, regulations, and institutional policies • Ensure that all financial activities comply with relevant laws and regulations • Stay updated on changes in accounting standards and best practices

Financial Planning & Analysis	<ul style="list-style-type: none"> • Participate in financial planning, forecasting, and budgeting activities • Monitor and analyse financial performance indicators to identify trends and opportunities • Support the management of financial risks and opportunities
Internal Controls	<ul style="list-style-type: none"> • Authorisation of staff recruitment requests outside of agreed budgets • Authorisation of purchase requests • Support the development and maintenance of effective financial control systems • Lead on development of the financial information system • Ensure the accuracy and integrity of financial information • Maintain ethical standards in financial management
Support & Guidance	<ul style="list-style-type: none"> • Attendance at the Trust Board and Audit and Risk Committee meetings to present management accounts if required • Provide financial support, training and guidance to other departments • Ensure that financial information is accessible and understandable to non-financial staff
Governance	<ul style="list-style-type: none"> • Support the Trust's governance framework by providing accurate financial information • Ensure transparency and accountability in financial reporting
Leadership	<ul style="list-style-type: none"> • Lead and manage the team, setting clear goals and expectations • Foster a collaborative and inclusive team environment that encourages professional growth and development • Conduct regular performance reviews, provide constructive feedback, and support team members in achieving their professional goals • Identify and address performance issues promptly and effectively • Mentor and coach team members, helping them to develop their skills and advance their careers • Promote a positive and respectful workplace culture

Employee commitments

All employees will commit to the following key areas:

- [The vision, values and key principles of the Trust](#)
- [Equality, Diversity and Inclusion](#)
- In anyway possible, in accordance with the role, support students to achieve their potential
- In anyway possible, in accordance with the role, improve standards of education
- [Support the inclusion agenda](#)

Performance Management

Participating in the Trust's arrangements for performance management, professional development and the Trust's arrangements for quality assurance and internal verification.

Context

All staff are part of the whole Trust team. Each individual is required to support the values and ethos of the Trust and Trust priorities as defined in the Trust Improvement Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a demanding environment.

Miscellaneous

To undertake any further tasks which could be reasonably expected by the Trust. The Data Protection Act 2018 renders an individual liable for prosecution in the event of an unauthorised disclosure of information. The post is one that carries responsibility for the wellbeing and welfare of children and the post holder should be aware of this and the need to act accordingly. The Trust will endeavour to make any necessary reasonable adjustments to the job and

the work environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

It is a requirement of the post holder to make positive efforts to maintain their personal safety and that of others by taking reasonable care, carrying out requirements of the law and following recognised codes of practice. The post holder is also required to be aware of and comply with policies on health and safety.

This is an Equal Opportunities post and is in accordance with the Trust's Equality and Diversity Policy. This job description can be altered, with the agreement of the post holder and will be reviewed on an annual basis. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

The Inspiration Trust is committed to protecting the welfare of children and young people. Due to the nature of this role, it will be necessary for the appropriate level of DBS (Disclosure & Barring Service) to be undertaken. It is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, you are not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act. Any failure to disclose such convictions will result in dismissal or disciplinary action by the Trust.

Person Specification	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Part/Fully qualified ACA/ACCA/CIMA Good numeracy and literacy 	<ul style="list-style-type: none"> Degree or equivalent level of education
Experience	<ul style="list-style-type: none"> Experience of working in a finance environment Experience of a financial accountant or similar role Experience of producing management accounts Experience of budget preparation Experience of balance sheet and year-end reconciliations 	<ul style="list-style-type: none"> Experience of working within the education sector Experience of treasury management
Skills, Knowledge	<ul style="list-style-type: none"> Strong interpersonal and people skills Ability to line manage and oversee team performance Motivate, train, develop, and lead team members Excellent organisational and time management skills (ability to meet deadlines) Ability to develop positive working relationships Excellent communication skills, both verbal and written Solution focused Pragmatic Approachable Accurate and diligent work Detail orientated Passion for learning and development Able to exercise judgement and refer matters as necessary Good knowledge and understanding of accounting principles Excellent knowledge of Microsoft office suite Ability to manipulate data and produce meaningful reports Confidentiality Strong interpersonal and people skills Ability to line manage and oversee team performance Motivate, train, develop, and lead team members Build and maintain positive cross-functional relationships Foster trust and engender confidence within the team Excellent communication skills, both verbal and written 	<ul style="list-style-type: none"> Experience of using Sage Intacct

This job description can be altered, with the agreement of the post holder and will be reviewed on an annual basis. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

Signature

Date