

JOB DESCRIPTION

Job Title: Head of Financial Accounting

Salary Grade: PO7

Reporting to: Assistant Director of Finance

Line Managing Responsibilities: Senior Finance Officer (Expenses)
Senior Finance Officer (Purchase Ledger)
Finance Assistant

Working with:
Finance Senior Leadership Team
Finance Business Partners
Governance, HR and Procurement teams
ESLT
Principals and SBMs

Job Summary

OHC&AT is at an exciting phase of development, and we are looking for an experienced and dynamic finance professional to join our team. They will play a key role in shaping finance policies and embedding processes across the organisation. The post holder will be responsible for line management of the purchasing and expenses teams, developing cash flow reporting and treasury management, and ensuring internal controls are effective.

The Head of Financial Accounting will support key decision making, report on financial risks, and input into the implementation of a new finance system across the Trust and College. Working with the Assistant Director of Finance, they will ensure compliance with external reporting requirements, VAT, and prepare the year-end statutory accounts and other DfE returns.

The ideal candidate would be a qualified accountant with financial accounting experience, and a great team player able to collaborate with multiple stakeholder groups.

Specific Responsibilities:

1. Ensure internal Finance Regulations are compliant and develop a system of reviews and checks to give assurance they are being followed across the trust. Recommend improvements where appropriate.

2. Keep up to date with changes in reporting requirements in the education sector, the Academy Trust Handbook, The Accounts Direction and FRS102. Implement these changes across the organisation.
3. Prepare the year-end financial statements for Orchard Hill College and Orchard Hill College Academy Trust. Liaise with the external auditors to deliver the year-end audit.
4. Manage collation of data and the preparation of statutory annual returns for review by the Assistant Director, such as the Academies Accounts Return, Budget Forecast Return, and other external reports.
5. Line management of 2x Senior Finance Officer posts (Purchase Ledger and Expenses) and the Finance Assistant, and all duties to induct, recruit, and support them effectively. Lead and develop these teams, developing internal reporting in these areas.
6. Review the ongoing implementation of the credit card and staff expenses systems, ensuring smooth running for day-to-day users is balanced with appropriate financial controls.
7. Review balance sheet control account reconciliations, including VAT, investments, intercompany, purchase ledger and expenses. Develop and train the Finance Assistant to prepare reconciliations. Discuss any concerns with Finance SLT.
8. Management of VAT compliance including monthly VAT returns, liaison with HMRC and external advisors. Seek relevant training to maintain knowledge on developments in the Education sector.
9. Ensure smooth process for external compliance with taxation legislation including gift aid, corporation tax, IR35.
10. Develop the model for cash flow forecasting and present monthly reports to the Finance SLT, identifying key benchmarks and risk areas.
11. Oversee online banking across the organisation, including the use of investment accounts and investment of surplus cash. Make recommendations on effective use of working capital. Act as the main point of contact for banking relationships.
12. To be one of the bank signatories on the Lloyds Bank accounts for the Academy Trust and College; and approve BACs and faster payments in accordance with the Finance Regulations.
13. Ensure related party transactions and connected persons relationships are effectively captured and reported to the DfE and external auditors, preparing reviews for the Audit & Risk Committee on a termly basis.

14. To establish and develop benchmarking tools to review finance operations performance.
15. Work with the Assistant Director of Finance to develop and test the new Finance system for smooth implementation, so that all transactions and reports can be managed effectively and efficiently.
16. Advise colleagues where technical advice is sought, providing expert advice and guidance, ensuring compliance, value for money and aiding the achievement of critical business objectives.
17. Work on ad hoc new projects in the finance team with the Assistant Director of Finance to improve efficiency across the organisation.

General duties

- To carry out ad hoc projects as required by the Assistant Director of Finance and the Executive Senior Leadership Team.
- To maintain information in a confidential manner, following data protection regulations and internal guidelines on confidentiality.
- To undertake Continuing Professional Development (CPD) and training to update own skills and knowledge.
- To carry out all duties in accordance with OHC&AT policies, including the Equality and Diversity Policy, Child Protection and Safeguarding policies and Health and Safety Policy.

Person Specification

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. **You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form.** If you are selected for interview, you may be asked to undertake practical tests to cover the skills and abilities shown below.

Qualifications	Priority
1. Qualified accountant (CCAB-qualified such as ACA, ACCA, CIMA or equivalent)	1
2. Postgraduate qualification in finance or a related field	1

Abilities, Skills & Knowledge

3. Demonstrate excellent decision-making skills. 1
4. Ability to build strong and effective relationships with internal and external stakeholders 1
5. Financial accounting experience either in Education sector or accounting practice 1
6. Demonstrate significant accounting experience, including financial management and control 1
7. Experience using different accounting systems 1
8. Experience of managing and developing a team 1
9. Proficient in Excel and other Microsoft packages 1
10. Clear understanding of balance sheet reconciliation 1
11. Excellent organisational skills 1
12. Effective communication in writing and verbally 1
13. Ability to provide excellent customer service 1
14. Discretion in handling confidential data 1
15. Ability to work as part of a team 1
16. Ability to use initiative and manage own workload 1
17. Ability to work under pressure to meet deadlines whilst maintaining accuracy 1
18. Flexible and adaptable to change in the environment of work 1
19. Knowledge of current educational issues. 2
20. Experience of managing the year-end audit process 2
21. A commitment to promote the Equality and Diversity, Safeguarding and Health and Safety Policies and other OHC&AT policies. 1