



Owlcotes Multi Academy Trust

Registered Address:
Pudsey Primrose Hill Primary School
Primrose Hill
LS28 6AB

CEO: Lesley West

CFO: Kate Spence

Job Description – Trust Accountant

Overview: To be responsible for the delivery of a first class accountancy and financial service to the Trust and academies, including internal and external stakeholders.

Salary: National Joint Council scale point 27 – 30 (£33,820 - £36,298). Pro-rata. Term-time only.

Contract type: Up to 35 hours per week (which can be worked flexibly). TTO plus 5 days.

Responsible to: CEO + CFO.

Main Duties and Responsibilities

- Produce accurate monthly management accounts and other financial information and reports as and when required.
- To monitor the income and expenditure throughout the year advising of any potential over-spends/under-spends and regularly reviewing cash flow.
- Meet periodically with the Head Teachers along with the CFO to review the academy's financial position and to update the budget projection model.
- To support the leadership team in the preparation of the annual budget and assist in maintaining the Trust 5 year projection model.

Financial Accounting

- To assist in the preparation of the year-end financial statements and other periodic and statutory submissions e.g. AAR, BFRO.
- To liaise with external auditors at year end to help produce accrual information, notes and adjustments.
- Liaise with the CFO to regularly review Trust financial performance and KPI's across all our academies.
- Liaise with auditors and facilitate audit requirements.
- Implement audit recommendations in full to an agreed timescale.
- To liaise with the CFO and Finance Officer to identify and implement improvements to the finance function to the benefit of the Trust and our academies.
- Track capital spend, ensuring a consistent approach to expenditure assumptions across the Trust.
- Maintain a consistent chart of accounts and ensure it is applied consistently across the Trust.

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Email: info@owlcotesmat.org

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Financial Transactions

- To monitor Trust cash flow ensuring liquidity is maintained.
- Liaise with the CFO and Finance Officer to ensure all grant funding receivable by the Trust and its academies is received in full and on time.
- When required, undertake routine transactions in purchase ledger, cash books and nominal ledger.
- Attend and participate in meetings as required.
- Liaise with internal staff and external agencies when necessary.
- Contribute to the overall work ethos and aims of the Trust and our academies.
- Be willing to undertake any other professional duties as required by the CEO and CFO.
- Comply with all policies, procedures, working practices and regulations.
- Work with a high level of accuracy and compliance whilst also identifying areas for improvement.
- Supporting the procurement function of the Trust.
- Identify financial risk and escalate as appropriate.
- Assist in developing and implementing operating procedures which ensure that the operation of finance is effective, efficient, consistent and reliable.
- Maintain accurate records using relevant systems in line with policy.

Nature of Appointment: Permanent.

Annual Leave: Term-time only posts do not have contractual entitlement to annual leave.

Conditions of Service: NJC conditions apply.

Promotion: Whilst there is no automatic progression to any more senior posts, opportunities do exist for advancement and promotion, dependent upon normal staff movements and on the capabilities of the individual post holder.

Training: Owlcoates Multi-Academy Trust encourages training both “in-house” and external to meet the needs of the individual and of the service.

Qualifications/Experience: [Please see the person specification.](#)

Job Description Prepared/Reviewed by: Kate Spence, 27/04/2023.

Job Description Approved by: Lesley West, 27/04/2023.

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