

Trust Financial Accountant-Job Description

Grade	SO2 (point 26-28)
Line managed by	Chief Financial Officer (CFO)
Hours	37 hours per week. Full-year contract.

Summary

Support the Chief Financial Officer in running the financial operations across the MAT.

Specific responsibilities

- To undertake a weekly bank reconciliation of the MAT's central bank account.
- To progress the weekly payment schedule for suppliers for the MAT following the review and approval of the CFO.
- To assist the CFO with gathering and verifying the financial data for the monthly cash flow forecast.
- To undertake the monthly VAT process and claim from the HRMC for the MAT.
- To enter onto the financial management system all centrally delegated funding for all schools within the MAT.
- To take the lead on the financial administration of the Apprenticeship Levy for the MAT and assist the CFO with the annual report to Trustees.
- To take the lead on the 16-19 Bursary administration across the MAT and assist the CFO with the annual report to Trustees.
- To support the CFO in ensuring that the schools within the MAT are complying with the MAT's financial procedures manual and the Academies Financial Handbook.
- To calculate and provide the monthly payroll journals for each school's senior finance officer to enter onto the financial management system.
- To line manage the senior finance officers across each school within the MAT and to ensure that all finance staff receive the necessary training and development needed to be able to undertake their roles effectively.
- To support the CFO in ensuring consistency and compliance within the finance teams across the MAT.
- To monitor the MAT's investment accounts and to research and recommend to the CFO better investment or return accounts.
- To ensure sales and purchase ledgers operate effectively and accurately across the MAT to support cash flow management and represent accurate financial data being reported.
- To assist the CFO with the budget and forecasting process to ensure that individual budgets across the MAT are fit for purpose and to update the IRIS budget planning system as appropriate.
- To monitor the quality of MAT financial records and ensure reconciliations are completed.
- To promote and encourage procurement opportunities to achieve value for money and support on MAT procurement exercises, ensuring compliance with public sector procurement rules and Academies Financial Handbook.
- To assist the CFO with collating the data for budgetary and financial returns to ESFA.
- To assist the CFO with the preparation of internal and external audits, including the co-ordination of individual school teams in providing relevant information.
- To support the CFO with due diligence work on potential new academies.
- To contribute to the production of any report to the Trust Board as required.
- To analyse MAT accounts monthly, liaising with finance staff to ensure month end timetable is adhered to.
- To conduct periodic assurance reviews on financial position, sustainability, regularity and propriety within member academies, including ad-hoc reviews or investigations as directed by the CFO.
- To assist the CFO in monitoring internal controls within the MAT and individual schools.
- To assist the CFO with supporting school leaders to identify cost-savings, efficiencies and other financial improvements.
- To collate financial benchmarking data across the MAT to enable the CFO to undertake comparative reviews against the DfE's financial insights tool and to enable the accurate population of the MATs data dashboard
- To regularly use the MATs financial packages, currently PSF for the MAT accounts and IRIS budgeting software to be able to update and review financial data across the MAT.
- To provide ad-hoc support to individual school finance teams as and when needed to ease any demands in workload.

- To develop constructive relationships and communicate with other agencies/professionals.

Other Duties

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. This job description will be reviewed annually and the Chief Financial Officer reserves the right to alter the content of this job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

Trust Financial Accountant-Person Specification

Criteria	Essential	Desirable	Method of assessment
Experience	<ul style="list-style-type: none"> ▪ Experience of working with financial systems and processes including year-end processes ▪ Experience of working within the education sector and/or other public sector finance experience ▪ Use of financial management systems to record and analyse financial transactions ▪ Line managerial experience 	<ul style="list-style-type: none"> ▪ Knowledge and experience of using the PSF finance system ▪ Knowledge and experience of using IRIS budgeting software 	Application form, interview and references
Skills and attributes	<ul style="list-style-type: none"> ▪ Ability to relate well to children and adults ▪ Work constructively as part of a team, understanding school roles and responsibilities and own position within these ▪ Being able to follow relevant policies/codes of practice/legislation including safeguarding and health and safety ▪ Suitability to work with young children ▪ Able to form and maintain appropriate relationships and personal boundaries with children and young people ▪ Ability to maintain strictest confidentiality and integrity at all times ▪ Excellent data input skills ▪ Methodical approach to tasks with a key emphasis on accuracy ▪ Ability to liaise with other members of staff in a professional manner ▪ Knowledge of promoting inclusion and equal opportunities ▪ Ability to manage own time effectively and 	<ul style="list-style-type: none"> ▪ Ability to be flexible in order to create effective solutions in meeting the needs of the organisation 	<p>Application form, interview and references. In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:</p> <ul style="list-style-type: none"> ▪ motivation to work with children and young people, and ▪ ability to form and maintain appropriate relationships and personal boundaries with children and young people

	<p>demonstrate initiative including establishing priorities within own workload</p> <ul style="list-style-type: none"> ▪ Ability to work constructively as part of a team or individually, understanding school roles and responsibilities and own position within these ▪ Ability to organise, lead and motivate other staff ▪ Ability to plan and develop systems ▪ Ability to cultivate positive and effective relationships to encourage the best possible outcomes ▪ Ability to adhere to working procedures and policies within the school environment ▪ Ability to work under pressure and meet deadlines ▪ Ability to relate to students, staff and parents/carers ▪ Ability to deal with problems in a positive and systematic manner ▪ Expectations of high standards ▪ The ability to support students and respond to parents/carers through fluent and accurately spoken English 		
Personal qualities	<ul style="list-style-type: none"> ▪ Ability to use judgement and common sense ▪ Excellent numeracy/literacy skills ▪ Approachable ▪ Ability to prioritise ▪ Ability to work on own initiative ▪ Excellent personal organisation and self-motivation ▪ Commitment ▪ Reliable and trustworthy ▪ Flexible approach to work ▪ Honest ▪ Ability to be sensitive to the needs of others ▪ Ability to be supportive ▪ Professionalism ▪ A sense of humour, warmth, energy, stamina and resilience 	<ul style="list-style-type: none"> ▪ An enthusiasm for challenge, development and innovation 	Application form, interview and references

	<ul style="list-style-type: none"> ▪ Willingness to reflect upon his/her experiences in a critical and constructive manner ▪ High standards of personal appearance 		
Education and qualifications	<ul style="list-style-type: none"> ▪ Association of Accounting Technicians (AAT) Professional (level 4) or above and/or Qualified by Experience (QBE) in a relevant job role ▪ GCSEs grade C or above (or equivalent) in English and mathematics ▪ Willingness to undertake further professional development and progress an accountancy qualification if part qualified ▪ Valid full UK driving licence 	Association of Chartered Certified Accountants (ACCA) or Chartered Institute Management Accounts (CIMA) part of fully qualified	Application form and certificates

The Four Stones Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Issued by: _____

Date: _____

Received by: _____

Date: _____