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| **Job Description – Trust Management Accountant** | A blue and black logo  AI-generated content may be incorrect. |

Reporting to the Finance and Business Development Manager

Salary: SFCA Support Staff Pay Scale 20-23

Hours: 37 hours per week, whole year

Reporting to the Finance and Business Development Manager (FBDM), you will assist in providing an effective financial service for Atomix Educational Trust. This includes supporting with effective financial planning, monitoring and day-to-day finance functions of the Trust. You will be pro-active in liaising with other staff and external people/organisations, particularly in the absence of the Finance Manager.

The postholder will be expected to work mainly at the Prior Pursglove College site but may be required to visit other sites in the Trust.

**Main Areas of Responsibility:**

**Strategy and Planning**

* To support the FBDM in the preparation of medium and long term financial and business plans and to contribute to site specific and Trust strategic planning process.
* To assist in the preparation of reports, budgets and cash flow projections.
* To support the FBDM in the development of monitoring and review systems for financial and business planning and control.

**Financial Services**

* To maintain the accurate recognition of income from all sources including DfE, local authorities, including; all Trust High Needs income and other appropriate recharges for commissioned provision and partnership places.
* Assist in the preparation of monthly management accounts, including the preparation of journals, completion of reconciliations, submission of returns and any appropriate commentary.
* To support the FBDM in the management of budgets at cost center level, raising issues with budget holders and agreed appropriate remedial action where appropriate.
* To assist in the preparation a monthly year-end forecast for all settings within the Trust and update in line with known variances to budget.
* To assist senior staff with the management of budgetary arrangements and the issuance of reports to budget holders.
* Lead on the preparation of management accounts for the Trust’s trading subsidiary.
* Submission of payroll documentation to the payroll bureau
* Ensure all payments and returns to HMRC and other appropriate bodies are completed accurately and in a timely manner.
* Liaise with others, as appropriate, to resolve any payroll or pension queries that may arise.
* Reconciling the monthly payroll to budget, including the investigation and resolution of queries;
* Preparation of and submission of VAT returns to HMRC on a quarterly basis
* Assist in the preparation of annual accounts for audit and publication. Including the preparation of schedules and providing evidence to auditors as appropriate.
* To support the development, management and security of all financial systems and procedures
* To support the delivery of staff training, including to budget holders, on areas such as budget management, business management processes, financial procedures and use of the Trust’s accounting software.
* Maintenance of the cash book and petty cash floats.
* Maintenance of the general ledger.
* Maintenance of fixed asset records.
* Completion of statistical returns, etc.

**Other Responsibilities, including but not limited to the following:**

* To assist in the accessing of external funding.
* Assist the FBDM on bus/transport for student’s issues with local authorities, bus companies and others.
* To review, uphold the Trust’s financial policies and procedures at all times.
* To undertake any other reasonable duties as directed by the CEO.
* To maintain the ethos and values of the Trust at all times.

This job description sets out the main responsibilities for the postholder, but is not intended to be an exhaustive list. Specific duties may change from time to time without changing the general nature of the post and the postholder is expected to be flexible in the range of responsibilities they undertake commensurate with the responsibility and salary

Signed …………………………………………………………….. Dated …………………………..

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| **Person Specification – Trust Management Accountant** | A blue and black logo  AI-generated content may be incorrect. |

**Essential**

* Minimum 5 GCSEs at grades A-C including english and mathematics
* Part / Fully Qualified Accountant (AAT L4 / ACCA /CIPFA / CIMA etc).
* At least three years’ experience in a finance role.
* Managing and reporting on budgets of significant financial value
* Experience in supporting the production of year end accounts and meeting audit and statutory deadlines
* Experience of VAT returns
* Maintaining accurate financial records using both manual and electronic systems
* Working under pressure and meeting conflicting deadlines
* Producing reports and using data
* Providing customer focused services to meet the needs of all stakeholders
* Excellent understanding of business management processes.
* Excellent communication skills.
* Flexibility and a readiness to undertake a wide range of tasks.
* A commitment to team-work and the interest of the Trust as a whole.
* Computer literate, especially in the use of spreadsheets and accounting software packages.
* Have high levels of accuracy and attention to detail.
* Willing to undertake training and continuous professional development in connection with the post

**Desirable**

* Experience of working in a finance role within the education sector
* Experience of managing contracts.
* Experience of payroll administration.