

JOB DESCRIPTION

JOB TITLE: Accounts Manager

RESPONSIBLE TO: Deputy Chief Financial Officer

LOCATION: Gravesham Hub at Culverstone Green Primary School

SALARY GRADE: Kent Range 11

HOURS: 37 hours per week, 52 weeks per year

PURPOSE OF THE POST:

- Ensure accounting systems across the Trust are accurate and complete.
- Manage the Trust Central Finance team to deliver an excellent service to the Trust and all its Schools.
- Support the Chief Financial Officer (CFO) and Deputy Chief Financial Officer (DCFO) in ensuring that the Trust is compliant with the Academy's Trust Handbook and other relevant legislation and adheres to policy and procedure with regards to finance and payroll.

MAIN ROLES AND RESPONSIBILITIES	
Financial Management	<ul style="list-style-type: none">• To support the CFO/DCFO in ensuring the Academy Trust adheres to its' obligations under the Funding Agreement, Academy Trust Handbook and all other regulations as relevant.• Support the CFO/DCFO with budget preparation.• To assist with changes to the working budgets across the Trust.• Use the latest agreed budget to actively monitor actuals against; preparing reports for departments monthly and reporting any potential overspends to the DCFO as soon as known.

	<ul style="list-style-type: none"> • Report on Key Performance Indicators and complete cost analysis reports as required. • Update the three-year budget plan as required. • Produce monthly cash flow forecasts. • Support the DCFO to produce monthly management accounts by ensuring control accounts are reviewed and reconciled monthly. • In conjunction with the Catering Manager, monitor and oversee the in-house catering accounts. • Support the DCFO with the process of internal scrutiny and the external annual audit, dealing with requests from auditors for information and ensuring any recommendations made are implemented in a timely manner. • To manage the maintenance of accounting records across the Trust; ensuring financial controls are implemented, reviewed and adhered to. • To manage the timely and accurate ordering, processing and payment of all goods and services. • Be vigilant of potentially fraudulent activities; advising the DCFO in a timely manner if any are suspected or uncovered. Work with the bank to reclaim any losses as soon as possible. • Authorise purchase orders on PS Financials. • Reviewing weekly payment runs as first signatory. • Import bank statements weekly into PS Financials. • Complete the bank reconciliation weekly, ensuring any queries are resolved as soon as possible. • Submit monthly VAT returns to HMRC in a timely manner; ensuring reconciliation to finance system and only bona fide VAT is reclaimed. • Provide training and development to all staff in relation to finance matters as required. • Review supplier contracts on a regular basis and meet with suppliers to ensure the best value is being achieved.
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	<ul style="list-style-type: none"> • To complete monthly payroll reconciliations and liaise with the Trust payroll provider to ensure the monthly payroll operates efficiently and effectively, and to ensure all payroll related reports and returns are produced and submitted accurately and on time. • Oversee the finance email accounts and through delegation ensure they are monitored, and workload is distributed to the team accordingly.
Leadership and Management	<ul style="list-style-type: none"> • Contribute to the development of the Trust's values and vision and communicate these clearly and enthusiastically to all staff and other stakeholders. • Ensure that all staff are briefed on allocated work, showing how it fits within the Trust's vision and objectives. • Monitor the progress and quality of the Central Finance Team and provide prompt and constructive feedback. • Motivate, encourage and empower teams and individuals to work innovatively and creatively to achieve objectives. • Provide support to staff during times of change, challenge and absence. • Encourage staff to take the lead and take decisions when they have the knowledge and expertise to enable them to do so. • Understand the culture and climate of the Trust and where appropriate the wider educational environment. • Safeguard the assets and reputation of the Trust and ensure truthfulness in all public communications. • Ensure the Trust's Equality Policy is clearly communicated and followed. • Ensure people have a clear understanding of the policies and procedures and the importance of putting them into practice. • Identify the types of skills, knowledge, understanding, and experience required to undertake existing and future planned activities.

Personal Responsibilities	<ul style="list-style-type: none"> • Carry out the duties and responsibilities of the post, in accordance with the Trust's Health and Safety Policy and relevant Health and Safety Guidance and Legislation. • Promote the safeguarding of children. • Take care for their own and other people's Health & Safety. • Use initiative in time management to organise own workload to meet deadlines. • Contribute to the overall ethos, work and aims of The Golden Thread Alliance. • Undertake training and professional development as appropriate. • Undertake other duties appropriate to the post that may reasonably be required. • Be aware of and follow policy on confidentiality. • Create and maintain good working relationships among all members of the school community.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees 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. The job description will be reviewed from time to time to reflect the changes needs and circumstances of the school. Such reviews and any consequential changes will be carried out in consultation with the post holder.

The Golden Thread Alliance is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The duties above are neither exclusive, nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

Postholder's signature: _____

Postholder's name: _____

Date: _____

PERSON SPECIFICATION

CRITERIA	QUALITIES
Essential Requirements	<ul style="list-style-type: none"> • Finance relevant qualification such as AAT Level 4. • Experience of adhering to financial controls and governance framework. • Experience and working knowledge of Financial Management Information Systems essential (including the ability to automate data input/outputs from the system). • Experience of preparing monthly management accounts; to include balance sheet control accounting. • Ability to continuously develop and lead a strong team (experience in line management essential). • Ability to work under pressure to meet the ongoing/flexible demands of the business and external deadlines. • Proficient in MS Office Suite, with advanced working knowledge of MS Excel • Ability to work across all sites within The Golden Thread Alliance, ideally with own transport. • Significant experience in relevant area, e.g., within education or other relevant public sector or business sector. • Ability to establish successful relationships at all levels and have good communication skills verbally, and in written and presentation formats. • A calm manner to deal with all situations. • Excellent communication and interpersonal skills, both written and verbal. • Ability to use own initiative and work with colleagues as part of a team, to be flexible, adaptable, and able to multi-task. • Understanding of GDPR and Data Protection Act 2018. • Understand the need for confidentiality.
Preferred Requirements	<ul style="list-style-type: none"> • Experience of working in a school environment. • Experience of supporting Academy audits. • Experience of PS Financials.