

Job Description

JOB TITLE	Accounting Technician
JOB FAMILY	Thinking Financial
PHASE	Central
REPORTING TO	Finance Manager

Job Purpose

The Accounting Technician will undertake responsibilities as a member of the Central Finance Team supporting the finance function of the TSfE Academies ensuring that all financial processes and procedures are carried out effectively.

To support the Finance Manager, Head of Finance and Chief Finance Officer, ensuring they receive timely and accurate information to enable the effective discharge of their duties.

To monitor and oversee the maintenance and management of each designated academy's accounts and financial transactions.

Duties and Responsibilities

Financial Management

- Maintain accounts in accordance with sound financial practices and the Trust's Financial Procedures Manual ensuring the requirements of the Trust's Internal and External Audit Teams are met.
- To ensure that the Academy's accounts are up to date and maintained accurately to allow the CFO, HoF and FM to use the accounts to inform decision making.
- Review each academy's trial balance by fund type at least monthly to ensure the funds are being used correctly and any miscodings are dealt with.
- Process accruals and prepayments as necessary to ensure income/expenditure is accounted for in the correct period.
- Meet regularly with the Finance Manager to review accounts and the Trial Balance by Fund Type.
- Organise the timely processing and settlement of invoices.
- Prepare financial reports as necessary for the CFO, HoF and FM and other parties as necessary.
- Process payroll reports for each Academy, checking for accuracy and ensuring that changes advised by each Academy's Office Manager have been acted upon.
- Prepare and process monthly internal recharges between Academies and Central for the FM to review before payment.
- Carry out a monthly bank reconciliation for each Academy, bringing any discrepancies to the attention of the Finance Manager/CFO.

- Ensure all tasks on the Trust's Month End Procedures checklist are completed for each Academy by the required deadline.
- Complete month end schedules and balance sheet reconciliations for each academy including preparation of year end schedules and audit files for auditors.
- Maintain the Fixed Asset Ledger on PSF for each Academy, ensuring items that meet the Trust's Capitalisation Policy are added and depreciated in accordance with the Trust's depreciation policy.
- Manage and oversee the income collection and banking process for each Academy, ensuring rigorous control measures.
- Prepare VAT returns for submittal to HMRC.
- Monitor budgets and report back to the Finance Manager any areas of concern.
- Prepare a rolling 12 month cash flow forecast for each Academy, identifying any concerns and ensuring they are raised to the CFO, HoF and FM at the earliest opportunity.
- Assist with weekly banking of all monies.
- Work together with all members of the Trust Central Finance Team to ensure a cohesive and effective approach to financial support and administration across the Trust.
- Maintain confidentiality at all times in respect of academy related matters and to prevent disclosure of confidential and sensitive information.
- Deal with queries, as appropriate, supporting the Central Finance Team to ensure a positive image of the Trust is always presented.

Other duties

- Contribute to the Trust's culture and development by:
 - Ensuring that staff are fulfilling their professional responsibilities in relation to financial matters and are carrying out their duties effectively.
 - Attending leadership meetings (where requested) and ensure the content and outcomes of the meetings are reported back where relevant, to the finance staff.
- Share good financial practice across the Trust and designated academies and support all staff within the Central Finance team.

Generic Duties relevant to all members of Staff

Working with colleagues and other relevant professionals

- Communicate effectively with other staff members, customer and service users
- Collaborate and work with colleagues and other relevant professionals within and beyond the Trust
- Develop effective professional relationships with colleagues

Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with their line manager and identifying relevant professional development to improve personal effectiveness

- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the Trust
- Take part in the Trust's appraisal and performance management procedures

Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the Trust, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the Trust community
- Respect individual differences and cultural diversity

The Trust

- The ethos of our Trust is “Transforming Life Chances”. All staff are expected to be committed to this aim in everything they do.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust's visions and aims. All staff should act with professional integrity at all times, following the “Code of Conduct”.
- You will be based at our Medway Hub. However, you may be asked to work at any of the other Hubs within the Trust and you should expect to travel between sites as required.

Teaching and Learning

- This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

Customer Service

- At TSFE customer service is paramount to our way of work; All staff will be required to mirror our philosophy and take pride in offering a fantastic customer experience to all stakeholders modelled on our four Customer First Values - Trusted, Solution Focused, Approachable & Timely

ICT

- It is expected that all teaching and support staff follow the ICT Vision of the Trust.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.
- All staff are expected to follow the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

Health and Safety

- Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

Safeguarding

- The Thinking Schools Academy Trust/ TSFE is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Safeguarding Lead.

Data Protection

- The Thinking Schools Academy Trust/ TSFE takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

I understand and agree to the job description of an Accounting Technician:

Name:

Signed:

Date:

Person Specification
Accounting Technician

Requirement	Essential or Desirable?
General Requirements	
Good general education	Essential
Good ICT skill	Essential
Able to work well within a team	Essential
Able to work under pressure	Essential
Good organisational skills	Essential
Able to work accurately and with attention to detail	Essential
Ability to work on own initiative	Essential
Good communication skills, both written and oral	Essential
Willing to develop personal skills through training	Essential
Flexible and adaptable	Essential
Post Specific Requirements	
Excellent working knowledge of Microsoft Excel	Essential
Experience working with Purchase and Sales ledgers systems	Essential
Experience working with payroll systems	Essential
Experience of reporting budgets to non-financial personnel	Essential
1 years working knowledge working within Academies	Desirable
Substantial experience in financial management	Essential
Achieved or working towards Professional level accounting qualification (ACCA, CIMA or CIPFA)	Desirable