



## Job Description

### Trust Accounts Manager

**Grade:** Kent Range 8 (1 FTE)

**Hours:** 37 hours per week/7hrs 24mins per day

**Weeks:** All year round (52.143 weeks)

**Salary:** £25238 – £28781

**Reporting to:** Trust Business Manager

**Based at:** Primarily based at Trust Central Office. Travel between Trust sites will be required

**This is a permanent position** (subject to a 6-month probationary period)

#### **Purpose of the job**

Provide effective financial support for the Trust, acting as the central point of contact for schools and the Trust leaders for related matters.

Contribute to the development and continuous review of financial and HR systems and processes to ensure they are of a necessary standard for their intended use, using technical or specialist knowledge to make recommendations to the Trust Business Manager (TBM) for improved working practices.

Maintain central records to ensure accounting systems are accurate and always up to date. Responsible for ensuring Trust financial management information analysed for Trust leaders to agreed schedules

Responsible for ensuring the operational financial management systems are always up to date and for the preparation of month end procedures and monthly management accounts

Lead and manage all operational aspects of month end financial processes for the Trust and its constituent schools

#### **Key duties and responsibilities**

##### Key tasks

- Prepare, implement, and reconcile all financial transactions relating to the Trust's income and expenditure, to ensure compliance with the current Academies Financial Handbook and the Trust's Finance Policy
- Authorise the procurement of goods and services, as in accordance with the delegated limits in the Trust's Finance Policy
- Ensure all income due to the Trust has been received and banked including inter-account transfers for centrally provided services including monitoring cashless pay system
- Check and approve regular and ad hoc cheque/BACs runs
- Create journals for prepayment and maintain up to date records
- Receipt monies related to debtor invoices and chasing non-payment in line with the Trust's Financial Regulations
- Responsible for the management of financial records in accordance with retention periods
- Initiate recharging activities between the Trust and schools if required
- Work with TBM to prepare cash flow forecasts to ensure the Trust has sufficient funds to cover day to day operation
- Undertake month end processes and preparation of journals to closedown each period. Investigate any anomalies appropriately
- Identify, research, and make recommendations to the TBM on areas for business improvements, including cost savings through procurement efficiencies, economies of scale, contract management and value for money reviews absence management and health and well-being services.
- Advise the TBM, CEO and Trust Chair if fraudulent activities are suspected or uncovered

### Systems and Processes

Apply technical or specialist knowledge and experience to support the TBM to develop and maintain suitable systems of work which ensure:

- Adherence to the current Academies Financial Handbook
- Appropriate segregation of duties within the business support team's reporting structure for effective internal control, risk management and quality assurance
- Resource efficient systems of work

### Monthly/Ad hoc Reconciliations

- Maintain and oversee all bank accounts including corporate cards, ensuring full monthly reconciliation of all statements. Investigate unreconciled receipts and reporting discrepancies to the TBM.
- Monthly reconciliation of actual payroll against current staff budget
- Upload payroll Summary Reports into budget and accounting systems. Make required adjustments prior to importing payroll journals.
- Responsible for accurate recording of VAT transactions and liabilities, Production of the monthly VAT 126 report for TBM to authorise. Reconcile VAT control accounts monthly
- Responsible for ensuring pay control code reflects appropriate transactions in line with salary charges
- Provide budget holders with monthly updates of their accounts, meeting with them to discuss options to improve over-under spend so appropriate action can be taken.
- Monitor aged debtors and creditors monthly
- Monthly review of salary payments by the school's payroll provider, reconciling salaries at employee level, investigate any variances with the provider as required.
- Manage bad debts in accordance with the Trust's Financial Regulations, escalating outstanding issues to the TBM, reporting annually to the Finance and Staffing committee
- Prepare and submit annual business rates claims to ensure funding is secured
- Support the year-end closedown ensuring debtors and creditors are raised appropriately
- Undertake financial health checks of schools' accounting software
- Assist with checking procurement transactions for adherence to the Trust's Financial Regulations programme of internal control, including both physical asset and financial records of schools' asset registers
- Assist with audit preparation as required
- Ensure annual pay performance spreadsheets are submitted to the payroll provider in a timely manner and upload new pay ranges to the Trust's management information systems.
- Assist with month end management accounts reporting
- Assist with preparing and revising budgets for Trust schools.

### Reporting

- Maintain a central record of insurance assessments and claims, producing reports for Directors within given deadlines
- Assist with the production of annual and statutory returns
- Assist in the preparation of financial returns as requested to external agencies
- Produce financial data within given deadlines to support Trust strategic leaders with reports to Trustees and/or external agencies

### Advice and guidance

- Advise on adherence to the Trust's Finance Policy to other staff
- Advise on Trust financial procedures
- Advise and support members of staff on the completion of financial documentation including POs and expenses
- Ensure Trust strategic leaders are made aware of any identified potential financial risks as appropriate

Keep up to date with current events such as changes to government policies and educational developments which may impact on the Trust

Ensure all audit requirements are met in relation to own areas of responsibility

Line Manage central finance/administrative staff, delegating and overseeing their day to day workload, to help build an effective team who successfully contribute to Trust strategic goals.

Assist in the recruitment and selection process of support staff. Undertake appropriate induction, probation, training, and development to ensure they are well informed of school's procedures and policies

Establish firm working relationships with both internal and external stakeholders

Always treat matters relating to all Trust, its constituent schools, staff, and children as strictly confidential and adhere to the Data Protection Policy

Attend training courses relevant to the post, ensuring continuing personal and professional development

Act as a role model adopting personal standards of behaviour with Trust staff, Trust pupils and the wider community which support the highest possible standards putting children at the centre of everything you do

Be aware of health and safety issues within the Trust and its individual schools and how they impact of pupils, staff and visitors to the school Maintain confidentiality and discretion in all aspects of work

The Village Academy is committed to safeguarding and promoting the welfare of children

Any other work requested by, and deemed appropriate by, strategic leaders

**This role is subject to an enhanced DBS check**

**Footnote:** This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.



## Person Specification Trust Accounts Manager

Applicants should describe in their application how they meet these criteria

	Essential	Desirable
Qualifications / Education	<ul style="list-style-type: none"> <li>Level 3 Diploma in School Business Management/AAT or equivalent experience with proficient knowledge/skills in business/finance administration</li> <li>GCSE grade A*-C in English and mathematics</li> </ul>	<ul style="list-style-type: none"> <li>Level 5 Diploma in school business management or CIPFA professional accountancy qualification or willingness to undertake</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Significant experience of financial management in a school finance office</li> <li>Substantial experience of Trust's current accounting system (SIMs FMS6, PS Financials) and budget planning system (Orovia)</li> <li>Substantial experience of managing and organising an effecting team in a school office environment</li> <li>Significant experience of effective financial control including month end processes, budget monitoring and management accounting reports</li> <li>Substantial experience of producing a range of complex documents and reports using Microsoft Office</li> <li>Good knowledge of the funding, regulatory and legislative environment of academies</li> <li>Knowledge of relevant policies which keep children safe in education EG Safeguarding and Child Protection</li> </ul>	<ul style="list-style-type: none"> <li>Experience of project management, planning, managing, and monitoring work</li> </ul>
Skills	<ul style="list-style-type: none"> <li>Able to apply technical knowledge and experience to resolve more complex problems.</li> <li>Able to analyse and interpret data to monitor activities and promote solutions</li> <li>Excellent interpersonal skills. Proven ability to negotiate, show sensitivity, build, and maintain good working relationships with colleagues at all levels of the Trust to achieve shared goals</li> <li>Excellent organisational skills. Able to work under pressure, deal with a demanding workload, plan and manage multiple projects successfully within given deadlines, whilst still developing others</li> <li>Able to communicate financial information in a manner that non-financial staff understand</li> <li>Able to identify improvements in working practices</li> <li>Able to be trusted to work autonomously and as a team member.</li> <li>Excellent time keeping and attendance</li> <li>Evidence of successful team working</li> <li>Able to travel between sites</li> <li>Able to handle confidential information discretely</li> </ul>	<ul style="list-style-type: none"> <li>Able to respond appropriately to unplanned situations</li> </ul>

<p>Personal attributes</p>	<ul style="list-style-type: none"> <li>• Friendly nature with a professional and flexible approach</li> <li>• Innovative, creative</li> <li>• Appropriate levels of personal presentation</li> <li>• Resilience</li> <li>• A diplomatic and patient approach</li> <li>• Loyalty – act as an ambassador for the Trust with visitors and all members of Trust community</li> <li>• Good judgement, with the ability to make considered decisions</li> <li>• Flexible and responsive to change</li> <li>• Diplomatic and resourceful</li> <li>• Honest and reliable with integrity and commitment</li> <li>• Analytical, thorough, methodical, and accurate</li> <li>• Demonstrable commitment to continuous professional development</li> </ul>	
<p>Values</p>	<ul style="list-style-type: none"> <li>• Commitment to Trust’s aims and values</li> <li>• Commitment to continuous personal development</li> <li>• Honest and reliable, displays integrity and commitment to the Trust</li> <li>• Champion for children – establish positive relationships with Trust children, their families, and staff so that pupils see all staff groups as integral and vital parts of the Trust community</li> </ul>	