**JOB DESCRIPTION TITLE:**

**Account Manager / General Data Protection Manager**

**HOURS:** 36 per week, Monday to Friday

**SALARY:** PO3

**LOCATION:** Kingsford Community School, Kingsford Way, Beckton, London E6 5JG.

**RESPONSIBLE TO: Head teacher**

**Key accountabilities**

* To ensure that the schools financial arrangements have a focus on teaching and learning and pupil outcomes
* To provide a leadership role in all aspects of the School’s financial operations and to manage treasury functions.
* Provide accurate and timely financial information and reports to facilitate the decision making process and ensure success of the organisation.
* Oversee operation of the Accounting team and Treasury operations.
* Provide monthly information and analysis for Senior Leadership Team
* Provide monthly and quarterly reporting as required by bank, ensuring deadlines are met
* Responsible for the annual budget process, provide monthly reviews, and implementing business plans and other programs.
* Provide analysis of cash flow, operating costs and variances.
* Oversee the GDPR arrangement for the school data protection

**Data Protection and Information Management**

* Develop, Implement and enforce a suitable and relevant Data Protection Policy, in accordance with both the Data Protection Act (DPA) 1998 and General Data Protection Regulation (GDPR), and ensure it is reviewed on an annual basis
* Develop, Implement and enforce a suitable and relevant Data Sharing Code of Practice and ensure that third parties which Kingsford Community School deals with comply with the necessary practices and agreements held.
* Provide information and guidance on the processing of all personal data
* Process, co-ordinate and respond to all requests for information
* Assist with investigations into complaints about breaches of the GDPR Policy and undertake reporting/remedial action as required.
* Develop and maintain the information security policy and accompanying standards, procedures and guidance
* Work with internal stakeholders to develop relationships to help promote and improve information security and provide security advice on procurements, projects and new initiatives as required
* Provide input to the wider development of the information governance strategy and business planning process
* Provide support to team colleagues in coordinating and managing responses to Freedom of Information requests, and requests for personal information under the new GDPR regulations.

**Financial Management**

* Setting up of robust systems and procedures to enable the school meet up with the national Financial Management Standard in secondary Schools
* Financial planning and the production of Year End Forecasts and the use of resources to avoid claw-back of surplus revenue balances.
* Advice and guidance on medium and long term accounts and financial planning
* Management and preparation of Recovery Plans and solving budgetary problems
* Setting up systems and procedures, monitoring, controlling and income management.
* Reviewing and developing areas in school financial management policy, e.g. premises lettings policy and Governors charging policy
* Attending daytime and evening meetings with Governors to give financial advice and dealing with financial issues.

##### **Other Duties**

Carrying out checks and taking remedial action required in relation to:-

* Accuracy of financial documentation and records
* Administration of bank accounts and petty cash
* Compliance with financial regulations
* Computer/manual input documentation
* Implementation of audit reports
* Adherence/compliance with VAT regulations
* Adherence/compliance with the CIS scheme
* Adherence/compliance to OFSTED financial guidance

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**PERSON SPECIFICATION**

**Educational Qualifications and Experience**

* BSC Accounting and finance ACA, AAT or part qualified CIPFA or other CCAB or equivalent essential
* Fully qualified CIPFA or other CCAB desirable
* Working knowledge of UK and EU data protection legislation (including GDPR)

**Essential**

* Numerate with a sound knowledge of accounting principles and practice.
* A knowledge of Education Finance and an awareness of current issues
* Experience of supervising staff.
* Ability to manage own workload and to meet deadlines, working under pressure and manage priorities.
* Proficiency in Microsoft office applications, email systems and accounting packages.
* Ability and willingness to work collaboratively across all areas of the school.
* A positive ‘can do attitude’

**Personal Qualities**

* Is self-motivated, undertaking relevant tasks and activities without being asked.
* Strong Leadership and supervisory skills
* Acts quickly to deal with potential problems
* Ability to remain calm and professional in all personal interactions
* The ability to communicate financial issues to non-financial managers and staff at all levels verbally and in writing.
* Able to persuade Heads, governors and school staff of the need to adopt good financial practice and minimise risk.
* Good organisational and interpersonal skills
* Highly motivated with a positive attitude
* Flexible approach to the work involved and able to work well under pressure
* A thirst to improve knowledge and skills under direction of senior colleagues