

Job Description – Accounts Assistant (Brentwood Academies Trust)

Job Title	Accounts Assistant (Brentwood Academies Trust)
Grade	Scale 21 – 25 (£20,138 - £22,658 plus Outer Fringe Allowance (£585))
Reports to	Brentwood Academies Trust (BAT) Financial Controller
Liaison with	Head of Finance (BAT), Headteachers, teaching and non-teaching staff, suppliers and contractors.
Hours/Weeks	Full Time 37 hours/52.14 weeks
Technical Support	To implement all technical support, guidance and advice issued by the BAT
Job Purpose	<ul style="list-style-type: none"> • Provide accounting support to the BAT Financial Controller (FC) and BAT Head of Finance (HoF). • Understand and implement the BAT financial regulations and scheme of delegation. • Process transactions relating to centralised processes.
Duties	<p>Financial Regulations and Internal Control Procedures</p> <ul style="list-style-type: none"> • Assist with the regular update of the Financial Regulations and Scheme of Delegation for the BAT. • Assist with the monitoring of all financial transactions to ensure the integrity of reported and audited data. <p>Financial Reporting for Trust and Trust Schools</p> <ul style="list-style-type: none"> • Assist with the completion of month end closure and to include the review of trial balance and control accounts. • Assist with the regular monitoring of sales ledgers and purchase ledgers to promote good cash flow and debt management. • Assist with the preparation of external reports and returns as required by the Department for Education (DfE). • Assist with the preparation of internal reports as required by Headteachers, Local Governing Bodies and Board of Directors. • Assist with the compilation of year end documentation and audit file. • Assist with the monitoring of capital projects. • Assist with the preparation, checking and submission of the monthly VAT returns. Process associated journals. <p>Financial Support for Trust and Trust Schools</p> <ul style="list-style-type: none"> • Understand and promote best value when ordering goods and services. • Process all transactions in a timely and efficient manner. • Undertake the following functions: <ul style="list-style-type: none"> ➢ Processing transactions – purchase and sales ledger. ➢ Making payments – BACS/cheques. ➢ Process charge card transactions. ➢ Process petty cash transactions. ➢ Reconcile bank accounts. ➢ Undertake internal journal transfers. <p>Other Financial Responsibilities</p> <ul style="list-style-type: none"> • Undertake administrative duties as required by the FC (BAT) and HoF (BAT). • Ensure all prime documentation is kept for six years plus current.

General	<ul style="list-style-type: none"> • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. • To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace. • Ensure that all duties and services provided are in accordance with the trust's Equal Opportunities Policy. • The Governing Body 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.
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Date: January 2018

