**SIR JOHN DEANE’S SIXTH FORM COLLEGE**

**Job Description for Accountant**

**JOB RATIONALE**

To support the Deputy Principal (Finance and Resources) in ensuring that the College’s Finance Department provides an efficient and effective services that delivers accurate and timely information to its users and value for money in support of the College’s strategic objectives.

As the Sir John Brunner Foundation grows over time it is anticipated that the postholder will assume greater responsibility for the management of the College finances.

**POSTHOLDER REPORTS TO: DEPUTY PRINCIPAL (FINANCE AND RESOURCES)**

**KEY RESPONSIBILITIES**

1. Preparation of monthly management accounts including a narrative commentary for review by the College’s Senior Leadership Team and its Governing Body.
2. Assist in the preparation of annual statutory accounts in accordance with guidance issued by the Department for Education.
3. Preparation of annual budgets for approval by the Senior Leadership Team and the College’s Governing Body.
4. Provide oversight and management of the College budget throughout the year, including investigation of variances.
5. Assist in the collection and analysis of data required for annual financial returns to the Education and Skills funding Agency and Department for Education.
6. Complete quarterly VAT returns ensuring compliance with deadlines and relevant legislation and best practice.
7. Liaise with statutory auditors, internal auditors, bankers, HMRC, pension providers and suppliers as necessary.
8. Assist with the maintenance and further development of financial policies, accounting systems and processes to ensure the provision of an effective, efficient and accurate financial service.
9. Maintain the College’s asset register.
10. Provide advice on VAT, tax and accounting issues, including payroll.
11. Manage the College’s insurances.
12. To assist the Deputy Principal in providing financial management support to other Academies with the Foundation as required.

The post holder will be expected to undergo such training as may be reasonably required from time to time by the senior team, to participate in whole-College and departmental training events and briefing sessions as appropriate, and to use such equipment and technological aids as are made available to him/her to ensure the timely and accurate execution of his/her duties.

The post holder will also be expected to assist in ensuring the safety and well-being of students.

The post-holder will be required to implement, in the execution of all tasks allocated to him/her, such health and safety procedures as are specified by College management, and to seek to achieve such service standards as may be reasonably laid down from time to time by College management.

**PERSON SPECIFICATION**

# ACCOUNTANT

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|  | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| Good degree or equivalent qualification |  |  |
| Fully qualified accountant in a recognised institute with up to date membership and evidence of continues professional development |  |  |
| **Experience** |  |  |
| Recent experience in a similar role |  |  |
| Experience of producing both management and statutory accounts |  |  |
| Advanced Microsoft Office experience with an emphasis on excel and word |  |  |
| Experience of using accounting software packages |  |  |
| Payroll processing |  |  |
| VAT returns, including partial exemption calculations |  |  |
| Experience of working in the Education sector |  |  |
| **Skills** |  |  |
| Prepare and analyse numerical data quickly and accurately |  |  |
| Ability to communicate complex financial concepts to non-specialists including the ability to produce high level reports and present data in accessible formats |  |  |
| Excellent communication skills |  |  |
| Strong analytical and organisational skills with an eye for detail |  |  |
| Efficient organisation of workload with the ability to prioritise work |  |  |
| Flexible team player and ability to work on own initiative |  |  |
| Ability to multi-task, prioritise and work to deadlines |  |  |
| **Personal Ethos and Values** |  |  |
| Act with integrity, openness and professionalism in all communications with colleagues, the community and key stakeholders |  |  |
| Demonstrate through one’s professional practice a commitment to the advancement and well-being of young people |  |  |
| Live with passion, sharing enthusiasm, hope and optimism routinely |  |  |