JOB DESCRIPTION

POST TITLE:	**COLLEGE / MAT ACCOUNTANT**
LINE MANAGER:	**CHIEF FINANCE OFFICER**
PAY SCALE:	**SFCA Support Staff Pay Scale** SCP 34 (£27,481) - SCP 38 (£30,869) Depending on qualifications and experience

The following information is provided to assist Support Staff to understand and appreciate the work content of their post and the role they are to play in the Multi-Academy Trust (MAT). However, the following points should be noted:

The postholder will be required to carry out their duties in accordance with the Conditions of Service Handbook. It must be recognised that this job description may change as the circumstances of the MAT change. Regular reviews will take place following consultation with the postholder as part of the annual appraisal process.

Should there be a disagreement about the conditions of service, personnel have the right of appeal under the MAT grievance procedures.

PURPOSE OF JOB
To undertake finance duties as described below, and provide support to the Chief Finance Officer and Principals of the MAT.

DUTIES AND RESPONSIBILITIES
The post is located in a small and busy department, which provides financial services to the College and MAT as a whole, and to individual departments.

The duties of the post will include assistance with a range of tasks, examples of which are listed below:

- To support the Chief Finance Officer in the development and implementation of the MAT's financial strategy.
- To prepare, in conjunction with the Principals and Chief Finance Officer, medium and long term financial plans and annual budgets consistent with the MAT's strategic development plan.
- Preparation of three-year financial projections for the MAT and Colleges.
- Preparation of monthly budget reports for all budget holders.
- Preparation of the monthly MAT Finance Report.
- Preparation of SORP Accounts and the Annual Report and Financial Statements for Audit and subsequent publication.
- Preparation of periodic financial returns to the Education and Skills Funding Agency (ESFA).

- Monitor and control the MAT's budgetary processes and advise the Chief Finance Officer of any necessary action.
- Check and reconcile the payroll on a monthly basis.
- Management of Finance staff at Worcester Sixth Form College.
- Oversee the management and financial control of MAT bank accounts, cash flow and the preparation of cash flow projections.
- Prepare and reconcile bank accounts.
- Support the Chief Finance Officer in developing and implementing procurement arrangements.
- Ensure compliance with Tax and VAT regulations.
- Prepare and reconcile VAT returns.
- Ensure compliance with charity and other regulations.
- Assist in the monitoring of Risk Management procedures.
- Maintenance of financial ledgers, accounting processes and internal controls.
- Reconciliation of control accounts.
- Develop finance systems (both IT and non-IT based) to effectively support the MAT and Colleges.
- Management of fixed asset registers and depreciation records across the MAT.
- Such other duties as the Chief Finance Officer and Principals may from time to time assign.

* In order to carry out the above duties, the postholder will need to travel on occasions to academies within the MAT. The role is based as Worcester Sixth Form College.

* The role will require attendance at meetings out of normal college hours.