

Trust Accountant

Home-based, with UK travel

28 hours per week over four days (based on 35 hours full-time)

Salary: Circa £36,000 to £40,000 (pro rata based on c £45–50k FTE)



About Us

The Liberty Academy Trust is an education charity established in 2022. Our vision is to create a world that works for autistic children and young people, by providing an exceptional educational offer so that they achieve success now and are well-prepared for adulthood. We work towards this vision through our core values of courage, determination and teamwork.



We are currently a small Trust of three academies, but we have plans to grow so that our reach and impact can extend further. Committed to providing an excellent education for autistic children and young people, our approach is to support the whole child, offering a balance of personalised teaching and therapeutic support as standard.



Our Central team provide expertise and support services to our academies, including in relation to Finance. Colleagues in the Central team are all based from home. Like all our staff across the Trust, they are driven by the three core values of courage, determination, and teamwork.



Thank you for your interest in this role within Liberty Academy Trust.

This is a hugely exciting time for our family of academies as we seek to grow and extend our reach so that we can make a real difference to the lives and life chances of children – and particularly those who are autistic – so that they receive the educational opportunity they deserve.

The Trust currently has three academies based in the local areas of Cheshire East, Reading and Kennington; all of which are at different stages of development. As a Trust, we are clear about the importance of achieving long-term sustainability for our academies.

Our vision is to lead through moral purpose, whilst taking advantage of collaborative opportunities and partnership work, to secure an excellent educational offer for our children and young people. Employees within the Trust belong to a community of professionals and benefit from an increasingly wide range of networks and development opportunities across the Trust, which will increase further as we grow.

With high expectations for staff and pupils alike, those we recruit can demonstrate that they share our values, are highly motivated to work with colleagues to continuously develop their skills, pursue professional excellence, and are committed to providing the highest standards.

If you see yourself in that description, then we would be delighted to receive your application.

Dr Nic Crossley, Chief Executive

The Opportunity

We are looking for an accountant to join our Finance team. You will work closely with Director of Finance and Operations (DFO) to ensure the integrity of our financial processes, and to ensure that accurate financial reporting is delivered to deadlines. You will liaise with School Business Managers to produce management accounts.

The role is 28 hours per week worked over four days. You will be based at home, with occasional travel, for example for meetings at our three academies. As part of our small Finance team,

Our success depends on our skilled and dedicated staff. We offer a competitive salary and pension, as well as a range of benefits and a focus on staff well-being. More importantly, we offer the opportunity to play a part in highly rewarding work, as part of an ambitious and supportive team.

Job Description

Purpose

- The main purpose of the role is to ensure the integrity of the accounts of the Trust; ensuring all postings are complete and correct, appropriate controls are in place and that the Balance Sheet accounts are reconciled. The post-holder will also ensure internal and external reporting is completed on time, in liaison with the DFO.

Principal Accountabilities

- Work with School Business Managers to produce and monitor management accounts. Ensure postings are identified and coding is accurate.
- Review the bank reconciliation within IRIS and post all items that have not already been posted.
- Work with the Trust Fees Officer to ensure that revenue is correctly recorded..
- Post the monthly payroll journal (already coded by Strictly Education) and reconcile the payroll control accounts.
- Run the monthly IRIS depreciation process.
- Post any month end accruals that are required utilising the IRIS reporting capability to help identify those accruals.
- Produce a monthly balance sheet reconciliation checklist ensuring all balances are reconciled/analysed.
- Complete and submit the quarterly VAT return.
- Work with the Director of Finance to produce the monthly management accounts and any other ad hoc reporting that is required. Help the schools with any queries after they have run their own accounts.
- Utilise the DfE reporting functionality in IRIS to complete the DfE returns.
- Assist in the development in use of the IRIS system, and help deliver more efficient processes both in the central team and the schools. Other
- Always comply with Trust policies and procedures; including, but not limited to, Safeguarding, Health and Safety and employment policies.
- Work within the Trust's Equality and Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective
- Maintain high professional standards of attendance, punctuality, and conduct; and maintain positive, courteous relations with students, parents and colleagues.
- Engage actively in the appraisal and performance review process, and in relevant continuing professional development.
- Be willing to travel to the Trust's schools and other sites as needed.

Job descriptions only reflect 80% of a role and are not an exhaustive list of duties. You are expected to carry out other activities that are within the scope of the role. The job description will be kept under review and modified from time to time.

All members of the Liberty Academy Trust community are driven by the three core values of courage, determination, and teamwork.

Person Specification

Essential

Qualifications, Training and Knowledge

1. Appropriate financial qualification eg AAT, or currently studying towards this.
2. Sound knowledge of accounting principles and procedures.

Skills and Experience

3. Proven track record in financial management and reporting.
4. Strong experience and proficiency in using financial systems, ideally IRIS.
5. Excellent attention to detail and accuracy in financial data analysis.
6. Highly responsive; able to manage a busy workload to a high standard and prioritise tasks to meet deadlines.
7. Strong communication and interpersonal skills to collaborate effectively with various stakeholders.
8. Strong IT skills, including Microsoft Office applications.

Personal Qualities and Attributes

9. An understanding of and commitment to the aims, vision and values of the Liberty Academy Trust and the principles of public life.
10. Highly organised, self-motivated, and able to work effectively in a home-working role.
11. An aptitude and enthusiasm for the contribution a Finance team makes, and willing to use initiative to solve problems.
12. Flexibility to adapt to changing priorities and tasks within the role.
13. Resilience and maturity; able to deal effectively with difficult situations.
14. High degree of professionalism in dealing with sensitive information, maintaining confidentiality where necessary.
15. A demonstrable commitment to continuing professional development.

Desirable

16. An understanding of our context as a Multi Academy Trust would be an advantage

Recruitment Process

Further information about the school and the Liberty Academy Trust is attached. Please also visit our website at: libertytrust.org.uk

Application Deadline: **Midnight on Monday 20 November 2023**

Interviews: **From week commencing Monday 27 November 2023**

The Trust pays full regard to 'Keeping Children Safe in Education' guidance 2022. We ensure that all appropriate measures are applied in relation to everyone who works for the Trust who is likely to be perceived by the children as a safe and trustworthy adult including e.g., volunteers and staff employed by contractors.

Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history, and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking online checks and an Enhanced DBS checks

We are an equal opportunities employer. Applications for this job are sought from anyone who is suitably qualified and experienced for the role, but particularly welcome from those with a diagnosis of autism or Asperger syndrome. Please note that we can only consider applicants who are legally entitled to work in the UK.
