

## JOB DESCRIPTION

### Financial Accountant

Job Title:	Financial Accountant
Report to:	Senior Finance Business Partner
Salary:	c. £35,000 to £40,000 depending on skills and experience
Location:	Central London office 3-4 days/week, Schools 1 day/week
Working pattern:	Full time and permanent– 37 hours per week, 52 weeks per year
Start date:	ASAP

### Purpose of the role:

The purpose of this role is to provide essential financial support to the Trust central team and the Senior Finance Business Partner in ensuring the Trust operates an effective system of financial control.

We are looking for someone that is keen to learn about all aspects of finance operations and develop their career in finance through practical experience and study towards accountancy qualification. The right candidate will have a strong interest in the education sector and show desire to grow in the role.

The role is part of the MAT central team, which is based 3-4 days a week in a modern office in the Tower Hill area of central London with occasional travel to schools across the Trust. There will be scope to work 1-2 days a week from home.

The role offers 28 days' annual leave rising by one day a year to a maximum of 30 and membership of the Local Government Pension Scheme.

## KEY RESPONSIBILITIES

### Financial control

- Support the finance team in ensuring financial processes are robust, efficient, and meet the requirements of the Trust's finance policies.
- Prepare cash book journals and bank reconciliations on a monthly basis.
- Prepare balance sheet control account reconciliations on a monthly basis.
- Process the monthly payroll journal and staff recharges on the finance system.
- Processing accruals, prepayments and other journals in the finance system as directed by the Senior Finance Business Partner.
- Keeping up to date with sector news and best practice in order to help in maintaining and improving financial processes and controls.

### Reporting

- Support the Finance Business Partners and CFO to prepare the annual budgets and three-years plans for the schools and Centre each year, including detailed staffing plans.
- Complete ad hoc analysis of data and benchmarking exercises.
- Support the Senior Finance Business Partner in the preparation of monthly management accounts and forecast out-turns.
- Assist with review of month end reports by school-based staff and over time become a main point of contact for queries on finance processes and systems.
- Assistance with preparation of funding bids.

- Assist the Senior Finance Business Partner in the preparation of information for internal and external audits and other reports required by regulators.
- Represent the Trust professionally by liaising with external stakeholders as required in completing key responsibilities.
- Assist with the maintenance of the fixed asset register.
- Assist with returns to external bodies including the Education and Skills Funding Agency (ESFA) and HMRC.
- Assist with the completion of the Trust's VAT returns.

### **Income and banking**

- Monitor government grant income in line with funding schedules and ensure it is recorded on a timely basis.
- Raise sales invoices on the finance system.
- Manage debtors for the central team by pursuing overdue invoices and following credit control procedures.
- Process receipts on the finance system and ensure accurate spreadsheet records are maintained for income received at the central team.
- Bank cash and cheque receipts and record the transactions on the finance system.
- Administer the Trust's bank accounts ensuring access rights are up to date.
- To be responsible for the Trust's daily cash balances review ensuring that no overdraft arises. Monthly update of the long-term cash-flow forecast.

### **Purchasing**

- Provide cover as required across the network. Process purchases, from purchase order, goods receipts and invoice on the finance system.
- Process payment of invoices on online banking and the finance system.
- Ensure all orders comply with the requirements of the Trust's finance handbook and procurement policy, and value for money is obtained.
- Process new supplier requests on the finance system and supplier records.
- Process expenses claims for staff and trustees.
- Management of corporate credit cards for the Trust including monitoring of spend, entering transactions on the finance system, reconciliation of statements and review of processes.

### **Other tasks**

- Manage the Centre's inbox and reply to queries efficiently.
- Assist with effective administrative support and ad hoc projects for the Trust central team, Senior Finance Business Partner and Chief Financial Officer as required.
- Support the Trust Executive Assistant in ensuring the central office is fully equipped and runs smoothly.
- Work with the Trust Executive Assistant to provide effective administrative support for the Inspire CPD program.

### **Data Protection and safeguarding**

- The Inspire Partnership is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment. The jobholder will be subject to an Enhanced DBS and Barred List check and be expected to follow all safeguarding policies and procedures.
- Work within the requirements of data protection regulations at all times.

- Understand your responsibilities in relation to Safeguarding and child protection and how to highlight an issue/concerns.
- Remain vigilant to ensure all students are protected from potential harm.
- Ensure all tasks are carried out with due regard to Health and Safety.
- Adhere to and promote the Trust's ethos and values and set an example of personal integrity and professionalism.

This job description is not an exhaustive list and the company reserves the right to make changes to the role as required to meet business needs. The portfolio including number of schools may change accordingly. The allocation of responsibilities may be amended following discussion with the Headteachers as well as the CFO and should be reviewed annually.

#### PERSON SPECIFICATION

Category	Essential requirements	Desirable requirements
Education and qualifications	<ul style="list-style-type: none"> <li>• Part-qualified or working towards an accounting qualification e.g., ACCA and CIMA.</li> </ul>	<ul style="list-style-type: none"> <li>• Finance or accountancy related degree – minimum 2:1.</li> </ul>
Experience and knowledge	<ul style="list-style-type: none"> <li>• Familiar with accounting systems</li> <li>• Knowledge of financial controls and procedures.</li> <li>• Experience of preparing financial reports and information.</li> <li>• Passionate about the delivery of quality customer service.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in IRIS/PSF.</li> <li>• Experience in the education sector.</li> </ul>
Skills	<ul style="list-style-type: none"> <li>• Excellent written and verbal communication skills.</li> <li>• Excellent IT skills, particularly Excel and Word.</li> <li>• Shows attention to detail and high standards of accuracy.</li> </ul>	
Behaviours	<ul style="list-style-type: none"> <li>• A self-starter.</li> <li>• Ability to prioritise work whilst involved in multiple ongoing projects.</li> <li>• Flexible and proactive.</li> <li>• Able to work under pressure and to strict deadlines.</li> <li>• Communicates effectively with colleagues and external stakeholders.</li> <li>• Shows professional integrity.</li> <li>• An understanding of the importance of confidentiality and the requirements of data protection regulations.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to work with limited supervision.</li> </ul>
Attributes	<ul style="list-style-type: none"> <li>• Committed to the Inspire Partnership Academy Trust vision and aims.</li> <li>• Committed to Equality and Diversity.</li> <li>• Committed to own continuing professional development.</li> </ul>	