

GLF Schools - Job Description

Job Title	Senior Financial Accountant	Job Reference	
Location	GLF Head Office	Travel required	Yes
Core purpose			
<ul style="list-style-type: none"> Supporting in the delivery of the consolidated statutory accounts and other external reporting for the whole charity and its subsidiaries 			
Key Accountabilities			
Strategic finance			
<ul style="list-style-type: none"> Develop and introduce financial processes and procedures to improve performance of the finance team and the reporting regime Develop, implement and monitor internal control and review procedures Inform, update and quantify the effects and implications of government policies, legislation, directives and EFSA funding 			
Operational finance			
<ul style="list-style-type: none"> Manage the year end closing process, including closely monitoring the posting of year end journals and audit adjustments Preparation of VAT and other tax returns for the Trust and its trading companies Completion of funding and other statutory returns Maintenance and reconciliation of the fixed asset register and capital accounts 			
Accountability			
<ul style="list-style-type: none"> Head of Finance GLF Schools expects its employees to work flexibly within the framework of the duties and responsibilities above. This means that the post holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities. 			
Standard duties in all Trust job descriptions			
<ul style="list-style-type: none"> Show a commitment to diversity, equal opportunities and anti-discriminatory practices Show a commitment to ensuring that children and young people learn in a safe environment Participate in relevant and appropriate training and development as required Work effectively and co-operatively as part of a team, delivering high quality support. This requires dealing with people politely and tactfully, and in accordance with Trust guidelines, policies and procedures. Colleagues are expected to respect confidentiality and safeguarding practices at all times. Project a positive image of the Trust at all times and through all activity. 			
Safeguarding			

- GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under-represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.