

Job Title:	Assistant Accountant	Grade:	5
Location:	Whitley Academy	Hours:	Full time 37 hr per week – all year round

Job Purpose

AAT qualified, and studying towards CIMA or equivalent the job holder will provide support to the Business Manager in the provision of financial services relating to the school budgets. The jobholder will lead, direct and manage the finance function of the academy, ensuring the smooth running of the Finance Office.

Duties and Responsibilities

You will be required to manage the Financial Management System (PS Financials), ensuring information is processed within the school's finance policy.

Duties to include:

- Maintain and perform accruals, prepayment and prepare monthly balance sheet reconciliations.
- Assist in the preparation of the final budget.
- Maintain cash controls and monitor income across the Academy (including reconciliations).
- Preparation of financial forecasts (short, medium and long term) to help support the Academy's development plan and aims.
- Provide support and guidance to Finance Apprentice and Finance Assistant.
- Assist the Business Manager with preparation of monthly management reports and analysis for budget holders.
- Prepare and process the payroll journal.
- Preparation of monthly VAT return.
- Maintain fixed asset register and calculate depreciation.
- Maintain, develop and contribute to financial systems, processes and procedures to support the growth of the business.
- Provide financial information and advice as required by DFO, Governors and Heads of Department and external agencies.
- Any other duties as deemed necessary by the Business Manager/Directory of Finance & Operations.

All duties and responsibilities must be carried out with due regard to the School's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the School's Equal Opportunities Policy. Duties which include the processing of any personal data must be undertaken within GDPR guidelines.

Responsible for: Finance Staff

Responsible to: Business Manager

Date Reviewed: September 2018