



JOB DESCRIPTION

JOB TITLE:	Management Accountant
CONTRACT	Permanent
CONTRACT	30 Hours / 4 days per week
REPORTING TO:	Director of Finance & Operations

Ethos

The ethos of the school is a shared responsibility to which all staff are expected to make a significant contribution. The expectation is that as a Management Accountant you will fully support the promotion of the school, engaging with the whole school community, suppliers and external agencies in a cheerful, enthusiastic and positive manner.

Job Purpose

To support the Director of Finance & Operations, in overseeing financial management at the school, providing accurate and timely financial information to support business making decisions.

Statement of Responsibilities

- To have due regard for the education of all pupils in accordance with the school's aims and objectives as laid down by the:
 - Staff handbook and policies
 - Staff prospectus and website
 - School's curriculum and policy documents
- To share in the corporate responsibility for the welfare and positive behaviour of all the pupils attending Hallfield School with due regard for the requirements laid down in the:
 - Staff Code of Conduct
 - Behaviour policy
 - Safeguarding & Child Protection policy
 - Health and Safety policies
 - Anti-bullying policy

General Responsibilities

- To be supportive of the school's ethos; values and aims.
- To promote the agreed vision and strategic goals of the school.
- To support the development and effectiveness of teamwork within the school environment through developing and maintaining positive working relationships with other professionals.
- To apply the school's policies consistently.
- To participate in the School's support staff appraisal scheme.
- To attend staff meetings when required.

Responsibilities specific to the role of Management Accountant

- Working with the Director of Finance & Operations, to assist in the preparation of an annual budget in accordance with agreed policies, legislation, guidance timetables and the agreed scheme of financial delegation.
- Support staff responsible for delegated budgets with procedures which enable them to monitor these budgets.
- Assistance in the closure of the accounts at the year end and the preparation of the Financial Statements.
- Support audit procedures as necessary.
- Input journals as required.
- Monitor the school's bank accounts on a daily basis and reconciliation on a monthly basis and set up standing orders as required.
- Check cash and cheque receipts for banking on a weekly basis.
- Monitor the credit card scheme processing journals as required.
- Prepare reconciliations for balance sheet accounts at the month end and investigating differences.
- Maintain an inventory of the school's assets.
- Monitor capital expenditure on buildings and significant projects.
- Prepare National Statistics returns with the support of the Director of Finance and Operations.
- Monitor the school's expenditure and income on a regular basis and report to the Director of Finance & Operations any corrective measures to be taken.
- Ensure the school has appropriate financial systems to meet information requirements and satisfy legal and professional accountancy requirements.
- Ensure that the financial transactions in the school are carried out in an appropriate manner and that the financial regulations of the school are complied with.
- Ensure accurate financial records are maintained.
- Support in the preparation and submission of bids for funding as required.
- Support in the preparation of financial analysis to support income growth and enhanced profitability.

Other Professional Requirements

- To attend and participate in staff INSET days as directed.
- To participate in the school professional development and supervision programmes and develop professional and personal skills to achieve agreed targets.
- To provide cover for absent staff for short periods when directed.
- To adhere to the staff dress policy maintaining a high standard of professional appearance.
- To promote the school at all times.
- To maintain confidentiality at all times and observe the Data Protection guidelines.
- Undertake any other duties within the scope of the post, as required by the Director of Finance and Operations.

- **Safe Working Practices for Adults working with Children**- It is the responsibility of each employee to carry out their duties in line with Hallfield School's ethos and culture of safe working practices for Adults working with Children, and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for.
- **Freedom of Information Act and Data Protection Act** - The post holder is required to comply with the above legislation and maintain awareness of the school's policies and procedures relating to the Freedom of Information and Data Protection Acts. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.
- **Equality and Diversity** - The post holder will be required to comply with and maintain awareness of Hallfield School's policies relating to Equality and Diversity.
- **Health and Safety** - The post holder must at all times carry out his/ her responsibilities with due regard to Hallfield School's policy, organisation and arrangements for Health and Safety at Work.
- **Flexibility** - All staff will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities of Education and Children's Services. Any changes arising will take account of salary and status. They will also be subject to discussion with individuals or sections affected and with appropriate Trades Unions.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.

Signed: _____ *Head Master*

Date: _____

Signed: _____ *Post Holder*

Date: _____
