



JOB DESCRIPTION

Job Title:

Financial Accountant

Location:

**Loughborough,
with occasional UK-wide travel**

Job Purpose:

To provide effective financial accounting and control across the Trust, including balance sheet control, cash flow management, regulatory and external reporting, tax compliance (excluding employment taxes) as well as development of internal control policies and procedures and financial risk management.

We are committed to people development so this role will provide opportunities for the successful candidate to continue their professional development. This role is vital in supporting the Trust's objectives by ensuring effective financial control and accuracy of reporting.

Background:

The David Ross Education Trust is a network of unique and diverse academies, committed to becoming one of the top-performing multi-academy trusts. The Trust's network comprises 36 primary and secondary schools across the country, with a combined annual income and expenditure of over £100m.

The Trust places significant importance on strong financial management within each academy and across the network. This post will play a key role in this, working with both finance staff in the central team and non-finance staff across all the Trust's academies.

This is a key role within the Central Support Services team, which comprises Finance, HR, Facilities Management, Data, Governance and IT and brings together experience from a broad range of public and private sector organisations.

Reporting To:

Financial Controller

Salary:

NJC 34 to 43

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

Key responsibilities will be:

Financial Accounting

- ★ Prepare Trust-wide monthly balance sheet reporting and analysis to ensure good balance sheet management.
- ★ Oversee the month end close process, review bank reconciliations, and control account reconciliations on a monthly basis.
- ★ Ensure income and expenditure is accurately recorded based on restricted / non-restricted status, income for specific purposes is appropriately recorded and accounting records appropriately maintained in relation to expenditure of restricted grants and donations.
- ★ Ensure the trust's fixed asset register is appropriately maintained and controlled. Ensure depreciation policies are appropriate and consistently applied.
- ★ Ensure billing and collections processes across the Trust are efficient and compliant, monies owed to the Trust are recovered and bad debt is minimised.
- ★ Drive data quality control over financial transactions, accounting records and financial reporting.
- ★ Prepare and publish timely, reliable and insightful cash flow reporting.
- ★ Ensure any grant reporting required is completed accurately and on time.

Cash flow management:

- ★ Produce cash flow forecasts as required to enable effective control of Trust cash position.
- ★ Recommend amounts to be placed on deposit in the Trust's bank accounts, based on cash flow forecast.

External Reporting

- ★ Lead on the preparation of statutory annual accounts including primary statements and notes.
- ★ Liaise with external auditors to support the interim and year end audit process.
- ★ Manage preparation of information for external auditors.
- ★ Complete Annual Accounting Return
- ★ Assist FC as required with government and regulatory reporting requirements.

Regularity responsibilities:

- ★ Ensure gift registers are maintained.
- ★ Ensure related party transactions are reported and ESFA approval obtained as required.
- ★ Ensure other compliance records / declarations are obtained as required, e.g. confirmation of no knowledge of bribery / fraud / corruption.
- ★ Assist the FC in monitoring compliance with Trust Finance and Procurement policies and report deviations.

Tax compliance

- ★ Responsible for submitting monthly VAT submission and ensuring robust controls are in place.

- ★ Ensure output VAT is charged at the correct rates.
- ★ Periodically assess the Trust's exposure to Corporation Tax and file returns with HMRC as required.
- ★ Ensure the opportunity to claim Gift aid on donations is maximised, working with academy-based staff and fundraising events staff to drive collection and retention of appropriate records.
- ★ Respond to VAT / CT / Gift Aid queries from HMRC.

People Development

- ★ Manage a team of part-qualified Accountants and finance assistants, responsibilities include delivering robust training and development plans, appraisals, and proactive performance development.
- ★ Assist in the development of other colleagues by providing training and mentoring support.
- ★ Support the wider team by providing technical accounting guidance and expertise.

OTHER

- ★ Assist with the design and implementation of Trust-wide Financial Processes and Controls, which may include process mapping, risk identification, design, implementation and testing of controls.
- ★ Ensure the Trust's finance software is appropriately managed and maintained from a systems administration point of view.
- ★ Assist with addressing internal audit actions as required.
- ★ Work collaboratively with colleagues to deliver finance process and systems improvement projects.
- ★ Other duties as required

PERSON SPECIFICATION

Your application will be reviewed against the essential and desirable criteria listed below.

Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 - Application
- 2 - Test/Presentation
- 3 - Interview

	Essential	Desirable	Assessed
Qualifications and Professional Development			
★ Qualified accountant – CIMA/ACCA/ACA/CIPFA	✓		1
Experience			
★ Experience of preparing statutory accounts	✓		1,3
★ Experience of statutory audit, either from working as an external auditor in a previous role, or experience of liaising with external auditors from the client side.	✓		1,3
★ Experience of preparing accounts under the Charities SORP.		✓	1,3
★ Experience of assessing and designing processes and controls.	✓		1,3
★ Experience of general ledger functions and the month-end/year end close process.	✓		1,3
★ Experience of working in a group or central function, within a multi-site organisation.		✓	1,3
Skills and Knowledge			
★ Thorough knowledge of accounting principles, standards and procedures.	✓		
★ Advanced Microsoft Office skills particularly excel	✓		1,3
★ Highly numerate with strong attention to detail	✓		1,2,3
★ Knowledge of academy legislation.		✓	1,3
★ Excellent communication skills, with ability to influence non-finance stakeholders to have a beneficial impact on organisational performance.	✓		1,2,3

★ Excellent critical thinking skills, with an ability to identify and resolve issues.	✓		1,3
★ Able to work to deadlines and manage multiple priorities	✓		1,3
Personal Attributes			
★ Commitment to the values and vision of the Trust	✓		1,3
★ A proactive and solution-oriented mindset with a commitment to continuous improvement	✓		1,3
★ High level of integrity and professionalism	✓		1,3
★ Team player, who can engage others to deliver great results	✓		1,2,3
Equal Opportunities			
★ A commitment to promoting equality and diversity, providing an inclusive and cooperative environment in which all students and individuals working for and on behalf of the organisation feel respected and able to give their best	✓		1,3
Safeguarding			
★ Committed to promoting the welfare of all children and creating a safe environment in which children can learn; considering, at all times, what is in the best interests of the child	✓		3
★ Play an important part in the wider safeguarding of children - identifying concerns, sharing information and taking prompt action to safeguard and protect them	✓		3
★ Aware that the Trust will take all steps to prevent those who pose a risk of harm from working with children. Recruitment procedures ensure rigour in identifying and rejecting people who might abuse children	✓		3
Health and Safety			
★ Aware of Health & Safety and Safeguarding as appropriate to role	✓		3

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This Job Description is current at the time of printing but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

The David Ross Education Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo vetting appropriate to the post, including a social media presence check and Enhanced DBS check. The successful applicant will be expected to adhere to all safeguarding, welfare and health and safety policies and procedures of the Trust.

All pre-employment checks are in line with "Keeping Children Safe in Education" statutory guidance.