



THE HIGHCREST ACADEMY JOB DESCRIPTION

Finance Manager/ Accountant

You will be accountable for any financial responsibilities covered in the finance role.

You will be responsible to: The Business Manager for all aspects of the Job Description.

Job Purpose

To provide an efficient and effective financial reporting service to the academy's Senior Leadership Team and Board of Trustees, on all financial and related matters. The role will also involve the preparation of statutory reports for the Department for Education (DfE) in line with the procedures and timetables set out in the Academies Financial Handbook and annual Accounts Directions. Close liaison with both the FPP & Audit Committee and external auditors as necessary.

Key Responsibilities

- Advise the Business Manager and Principal on all aspects of budgeting process to ensure the academy produces an annual balanced budget for approval by the board of trustees.
- Preparation of monthly management accounts in a timely manner to be shared with SLT and the Board of Trustees
- Preparation of reports for finance and full trustee meetings as required.
- To be the lead within the finance team on all things finance and to offer support and guidance as required.
- To monitor the budget and to highlight any areas of concern to the Business Manager as soon as practicable.
- Preparation of statutory reports for DfE in line with the Academies reporting schedule
- Preparation and submission of VAT returns to the appropriate authorities on a monthly basis.
- Maintenance of asset registers including additions and disposals for all items with a value of more than £1000.
- Offer guidance and training to the finance team and budget holders as required.
- Monitoring all income, expenditure and cash flow to compile projected out-turn statements for the Business Manager and to monitor progress against these.

- Overseeing the annual audit process including liaison with auditors for the main academy account and maintain the academy’s registration of the Charity Fund as a charity with the Charities Commission.
 - Annual input of the budget data to the academy’s budgeting software (Access) and the financial system (PS Financials).
 - Management of the revenue and capital funding accounts using the PS Financials module to ensure that all transactions are processed in line with the recommendations set out in the AFH
 - Management of the academy’s bank account and close monitoring of all balance sheet control accounts.
 - Undertake any other reasonable task required by the Principal and/or the Business Manager that is appropriate to the role.
-
- All staff are required to read and understand the current and future versions of Keeping Children Safe in Education, Part 1 and Appendix A along with the academy’s policies relating to Safeguarding and Child Protection, all of which are available electronically.
 - The Academy has a clear process where every member of staff must report any concern they have about a child directly to the DSL Team. This process is outlined during induction, regularly at whole staff meetings and in weekly bulletins. Details of the DSL Team is displayed daily in reception. Any queries regarding any aspect of safeguarding must be made to a member of the DSL Team.
 - All staff are required to read and understand the academy GDPR policy to ensure that all personal data collected about staff, pupils, parents, governors, visitors and other individuals is collected, stored and processed in accordance with the General Data Protection Regulation (GDPR) and the expected provisions of the Data Protection Act 2018 (DPA 2018) as set out in the Data Protection Bill. This policy applies to all personal data, regardless of whether it is in paper or electronic format.
 - The Postholder must be prepared to carry out additional duties, which may reasonably be required by the Principal. The duties of this post may vary from time to time, as required by the Principal, without changing their general character or level of responsibility.
 - The Academy follows Safer Recruitment Guidelines and reserves the right to delay an applicant’s start date if any checks are outstanding. This includes an online DBS check and where necessary an overseas check.

Postholder

Signature:

Printed Name:

Date:

Line Manager

Signature:

Printed Name:

Date: