



## **Trust Bookkeeper (H5)**

### **Job Description**

#### **PURPOSE OF THE POST**

##### **Main purpose:**

1. To be responsible for the transaction posting for the Academies within the St Francis of Assisi Catholic Academy Trust and ensuring financial procedures are adhered to at all times.
2. Under the direction of the Deputy Chief Financial Officer of the Trust, formulate the aims and objectives of the St Francis of Assisi Catholic Academy Trust ("the Trust").

*N.B. The duties listed below are not an exhaustive list of requirements. The specific nature and balance of these responsibilities will vary according to the needs of the Academy.*

##### **Main duties:**

1. Maintain accurate and up-to-date financial records for the Academies in the Trust.
2. Process invoices, remittances, and payments in a timely manner.
3. Run off weekly bacs runs for the schools to assist them with their payments.
4. Monitor and reconcile all Academy accounts, ensuring accurate and balanced records.
5. Assist with budget preparation and financial forecasting.
6. Liaise with Auditors (Internal and External) as needed.
7. Ensure compliance with Trust policies and all relevant financial regulations.
8. To prepare all records and reconciliations of the Trust accounts for monthly closedown, for the financial year returns to the DfE and for annual statutory audit; Completing periodic and annual financial returns;
9. To maintain the operation and compliance of financial controls, standards and systems.
10. To be responsible for the monthly monitoring and updating of each Academies fixed asset register and posting of depreciation.
11. To monitor capital expenditure and ensure it is posted and recorded correctly.

##### **Other duties:**

1. To ensure confidentiality of records and information is maintained.

##### **General Duties:**

##### **Whole-Trust organisation, strategy and development:**

1. Demonstrate the vision and values of the Trust in everyday work and practice.

##### **Health and Safety:**

1. Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality, security, data protection; and report all concerns to an appropriate person.
2. Promote the safety and wellbeing of pupils.

##### **Working with colleagues and other relevant professionals:**

1. Collaborate and work with colleagues and other relevant professionals within and beyond the Trust.
2. Develop effective professional relationships with colleagues.

##### **Professional development:**

1. Take part in the Trust's appraisal procedures.
2. Take part in further training and development in order to improve own performance.

##### **Communication:**

1. Communicate effectively with Finance leads and Head Teachers of each Academy.