



Astrea Academy Trust

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Role Profile

Financial Accountant

ROLE SPECIFICATION

Academy / Department	Astrea Academy Trust
Post title	Financial Accountant
Responsible to	Head of Finance
Full time Salary	£41,050
Pro-Rata Actual Salary	
Working Pattern	Full Time, 37.5 hours per week
Pension	Local Government Pension
Working Hours	08:30-16:30
Line Management Responsibility	Yes

ROLE SUMMARY

Purpose:

The Financial Accountant is required to support the finance team and lead on all aspects for financial accounting for our Academies.

The Financial Accountant will line manage the Assistant Financial Accountant and will work in close partnership with the Head of Finance to ensure that appropriate policies are in place to guide the Trust in financial decision making.

Key Responsibilities:

Leadership and Strategy

- ★* Line Management of the Assistant Financial Accountant to deliver high quality services to the Astrea Academy Trust and ensure best practice is observed throughout
- ★* Support on the identification of key financial risks and their mitigation

Management and Planning

- ★* Advising and supporting the Head of Finance in the financial aspects of their responsibilities
- ★* Lead annual accounts and external audit process
- ★* In year forecasting and monitoring of Capital Income and Expenditure, ensuring compliance
- ★* Monitor and review the Trust investment strategy, to ensure best return on cash investments
- ★* Daily cashflow management
- ★* Review and report on monthly Payroll data in collaboration with the People Operations Manager
- ★* Post monthly payroll journals

- ★ Balance sheet management
- ★ Lead on credit card management
- ★ Bank Management
- ★ Provide routine financial management reports for monthly management accounts, in particular; Cash flow and Capital areas

Governance

- ★ Working in collaboration with stakeholders, particularly on embedding strong financial governance within the academies
- ★ Ensure compliance and monitoring of Astrea Academy Trusts financial scheme of delegation

Systems

- ★ Lead for finance systems, including ensuring systems are appropriate and fit for purpose, and managing supplier relationships
- ★ Evaluate, maximise the effectiveness of the finance system. As a minimum, the system must be consistent, resilient, secure and able to meet the operational and regulatory requirements of Astrea Academy trust as well as the reporting needs

Regulatory Compliance

- ★ Responsible for all financial returns to ESFA and grant compliance across Trust

HMRC

- ★ Manage the Trust position and submission of VAT and Corporation Tax

Training and Development

- ★ All employees are required to demonstrate a continued commitment to professional development and undertake all relevant mandatory training associated with their role

Academy Support

- ★ Maintain outstanding relationships with Academy's and provide support where required

PERSON SPECIFICATION

	Essential	Desirable
Education and Training		
Qualified Accountant (ACCA, ACA, CIMA)	•	
Experience		
Experience in financial management and reporting	•	
Experience in preparing statutory accounts and liaising with external auditors	•	
Experience of financial controls, reconciliations and balance sheet management	•	
Experience in capital budget setting, forecasting and cashflow management	•	
Experience in line managing finance staff and developing team performance		•
Strong understanding of VAT		•
Experience within an academy trust or education setting		•
Familiar with DfE returns		•
Experience using Education finance systems		•
Knowledge		
Knowledge of risk management and internal scrutiny requirements	•	
Advanced excel skills	•	
Knowledge of the Academy Trust Handbook and DfE funding requirements		•
Knowledge and experience of the charity sector		•
Knowledge of legislation affecting payment of salaries, pensions and provision of benefits		•
Professional Skills		
The ability to communicate effectively in a range of situations and be able to adapt style and approach where necessary to achieve the desired outcome	•	
The ability to manage change effectively	•	
Ability to work under pressure and to deadlines	•	
High expectation of self and others	•	
Ability to interpret complex financial data and present clearly to non-financial stakeholders.	•	
Personal Qualities		
Confident, enthusiastic and motivated with a passion for education	•	
Commitment to self-development and continual	•	

improvement		
Strong relationship building skills with the ability to work as part of a team understanding Trust roles and responsibilities and own position within these	•	
Commitment to Diversity, Equality and Inclusion	•	
Ability to influence and challenge	•	
Flexible and organised approach to work	•	
High levels of resilience and emotional maturity	•	
Inquisitive nature with sound problem solving skills, judgement and initiative	•	
Can-do attitude and solution focused approach with an ability to manage expectations	•	
Able to adapt to changing circumstances and new ideas	•	
High level of integrity with an ability to self-evaluate and reflect	•	
Line Management		
This role will have line management responsibility for others.		

GENERAL RESPONSIBILITIES

- ★* Contribute to the overall aims of the Trust and Academy Improvement Plans.
- ★* Commitment to continual learning and development of skills.
- ★* Behave in a manner that is professional, friendly and fair demonstrating and role modelling politeness and respectfulness.
- ★* Demonstrate an excellent record of attendance and punctuality.
- ★* Be aware of and comply with Trust policies and procedures including but not exhaustive of:
 - Acceptable Use of IT Policy
 - Code of Conduct
 - Keeping Children Safe in Education (KCSIE 2024)
 - Child Protection and Safeguarding Policy
- ★* Work cooperatively as part of the Trust wide staff team.
- ★* This role profile is not exhaustive and undertaking other duties may be required.

THIRD PARTY CHECK

Is this role subject to the following checks?

Disclosure Barring Service Enhanced Check (DBS)	Yes
Section 128 (S128) check	No
Is this role a Senior Leadership Role with management responsibility for the academy?	

APPLICATION PROCESS

Due to the Education sector requirements and that we must comply with Keeping Children Safe in Education (KCSIE) an application form must be completed. We are unable to accept a CV as form of application. We recognise that our application forms are comprehensive. If you have any difficulties completing, please do contact recruitment@astreaacademytrust.org