

# Job Description and Person Specification

## Role

Financial Accountant

Beckfoot Trust

Salary/Grade: PO3

Reporting to: Financial Controller

# JOB DESCRIPTION

## Corporate Responsibilities

- Support the smooth running of the day-to-day operational finance function and financial planning and analysis process of the Trust, working with colleagues and supporting students to achieve top 10% outcomes in a remarkable learning environment.
- Understand and fulfil expectations of a Leader as set out in the Trust School Contract, Scheme of Delegation and the Meeting Arrangements Calendar (MAC).
- Adhere to the principles of alignment in the One Trust Contract.
- Ensure probity, propriety and adherence to the Nolan Principles both in your personal conduct and throughout the Trust.
- Contribute to a culture of relentless improvement, where feedback is a gift.
- Lead and uphold an individual and organisational commitment to safeguarding and promoting the well-being of children; being hyper-vigilant in all interactions with pupils and adults and reporting any concerns or suspicions, no matter how small, to the Designated Safeguarding Lead (Pupils) / Headteacher (Staff).
- Comply with all policies, procedures, working practices and regulations, in particular, Child Protection, Equality and Diversity, Health and Safety, Confidentiality, Data Protection, Financial Regulations in line with our Scheme of Delegation.
- Be accountable to and carry out any reasonable request from the Line Manager.

This role involves engaging with students in regulated activity relevant to children.

## Key Duties and Responsibilities

- Line manage the Management Accountants team and lead on induction and appraisal of staff, providing effective communication, training, and mentoring to enable staff to carry out their duties.
- Work with senior leaders in the finance team to develop and implement standard operating procedures that ensure the operation of finance is effective, efficient, consistent and reliable.
- Support the Financial Controller in ensuring budgeting and management account assumptions are accurate, reflected in forecasting and applied consistently across the Trust.
- Provide a high level of technical finance support to schools within the Trust, working in line with Trust policies and procedures, following standard operating procedures and identifying areas for improvement.
- Manage and ensure compliance with systems in place to monitor budgets in relation to overspend and scheme of delegation.
- Perform regular financial benchmarking internally and externally, reporting on findings, drawing conclusions and implementing agreed actions.
- Complete consolidated returns to external bodies including DfE Returns, TPS audit, VAT and other HMRC returns etc.
- Support the CFO and Financial Controller in the year end audit and preparation of financial statements.
- Identify financial risk and escalate or deal with the risk as appropriate.
- Take a lead role with all Trust financial systems including accounting software, budget software, contract and fixed asset management software, payment platforms and other software.
- Support the CFO and Financial Controller in implementing the Trust approach to financial planning for areas such as ICT Pots, SCA, the central recharge and reserves policies.

### Finance Partner

- Act as Finance Partner for a number of schools, having responsibility for management accounts and budgets and working directly with the Cluster Business Manager and Headteacher on strategic financial planning.
- Ensure schools have access to timely and accurate management information, preparing monthly management accounts and commentary and budget forecasts in line with the Trust financial reporting cycle.
- Lead finance meetings with Headteacher and Cluster Business Manager, take responsibility for providing relevant financial analysis to inform strategic thinking.
- Working closely with Headteachers and Cluster Business Managers to ensure latest strategic thinking is incorporated into forecasts including supporting with curriculum led financial planning, collating complex information and preparing detailed budget forecasts.
- Keeping budget software up to date including income, expenditure and staffing costs, working closely with colleagues in HR and Finance to ensure data is accurate and up to date.
- Adhering to month end procedures and performing relevant reconciliations and checks.
- Be the operational expert and take a lead role in the joint working of the management accounts team and operational team in relation to:
  - The tracking of grants and funding across the Trust;
  - Tracking budgets and working with stakeholders in school
  - The Trust investment and deposit strategy, ensuring there is appropriate cashflow to meet the Trust bills as they fall due;
  - Fund costs including SCA and ICT budget tracking and reconciliation;
  - Tracking of capital spend, ensuring a consistent approach to expenditure assumptions across the Trust;
  - Ensure a consistent approach to fixed asset recording across the Trust;

# JOB DESCRIPTION

- Accurate staff cost tracking and reporting including uploading the monthly payroll journal, staffing recharges and payroll reconciliation and ensuring that staffing is treated consistently in budgets across the Trust;
- Ensure a consistent chart of accounts is maintained and applied across the Trust;
- Support the operational team and management accountants in relation to technical accounting matters, staffing recharges, payroll journals, internal and external scrutiny, and financial reporting;
- Lead meetings and undertake duties as required in line with Trust calendar and finance calendar, sharing expertise and supporting others.
- Provide occasional cover for colleagues in support functions.
- Carry out fire marshal or first aid duties if required, with appropriate training.

We are committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. All successful staff will undertake an Enhanced Disclosure and Barring Service Check.

The Trust is committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

**Date: October 2023**

*This job description is illustrative of the responsibility of the post and not necessarily a comprehensive list of tasks.*

*Post-holders are expected to undertake work in line with the level and pay band of the post determined by the Line Manager. The Job Description will be reviewed with the post-holder in relation to need or on an annual basis through appraisal and whole-Trust review of strategy and effectiveness.*

# PERSON SPECIFICATION

## Financial Accountant

	Essential Requirements	Desirable Requirements	How Identified
Qualifications	<ul style="list-style-type: none"> <li>Part or fully qualified accountant (ACCA/ACA/CIMA/CIPFA) - or fully qualified AAT</li> <li>Relevant and ongoing professional development</li> </ul>		<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Experience of leading a team</li> <li>Extensive experience working in financial management</li> <li>Demonstrable expertise in the completion of financial reports</li> <li>Excellent working knowledge of core accounting concepts with the ability to explain to colleagues</li> <li>Ability to complete core transactional work alongside strategic level responsibilities</li> <li>Experience of producing management accounts and presenting them to others</li> <li>Experience of budget management and monitoring</li> <li>Experience in managing financial risks</li> <li>Experience of audit functions</li> <li>Experience of consolidating accounts</li> <li>Experience of using a variety of financial software packages</li> <li>Strong IT skills particularly in excel</li> </ul>	<ul style="list-style-type: none"> <li>Understanding of Multi-academy trusts</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> <li>Assessment</li> </ul>
Knowledge, Skills and Ability	<ul style="list-style-type: none"> <li>Demonstrates a collaborative, team working approach focused on improvement and supporting the vision and values of the Trust</li> <li>Excellent organisational and prioritisation skills, with the ability to manage multiple competing activities</li> <li>Demonstrates attention to detail and a commitment to carrying out activities with diligence and accuracy</li> <li>Take responsibility for producing accurate results, working with diligence, focus and pace</li> </ul>		<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> </ul>
Character/ Values	<ul style="list-style-type: none"> <li>High commitment to safeguarding and promoting the welfare of children</li> <li>A belief in education and commitment to high levels of service to make a difference for young people</li> <li>Commitment to the Trust agenda for inclusion, diversity and equality</li> <li>Driven by values and aligned to the seven principles of public life of selflessness, integrity, objectivity, accountability, openness, honesty, and leadership</li> </ul>	<ul style="list-style-type: none"> <li>Interest in the Trust's wider role in the community</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> </ul>

# PERSON SPECIFICATION

	Essential Requirements	Desirable Requirements	How Identified
	<ul style="list-style-type: none"> <li>• Humility: a recognition that the more you know, the less you know! Not being afraid to say, 'I don't know'</li> <li>• Emotionally intelligent: know when to direct and when to challenge</li> <li>• Present a positive perspective; able to listen and show awareness of other's sensitivities; have personal pride and lead by example</li> <li>• Understand the importance of work/ life balance</li> <li>• Resilient, flexible and hardworking</li> </ul>		
Personal Circumstances	<ul style="list-style-type: none"> <li>• Legally entitled to work in the UK</li> <li>• Able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010</li> <li>• Flexible to support out of hours activity on occasion</li> </ul>		<ul style="list-style-type: none"> <li>• References</li> <li>• Interview</li> </ul>