



## **The Family of Learning Trust**

### **JOB DESCRIPTION**

The information given on this job description is intended to provide both postholder and management with an understanding and appreciation of the workload of this particular job and its role within the organisation.

The job description outlines main duties and responsibilities under broad headings only, as it is not possible to specify every item in detail.

**Post Title: Management Accountant and Internal Auditor**

**Post Grade: PO5-PO8, spinal column points 31 to 34**

**Accountable to: Headteacher, SLT, Finance Director and Governing Body.**

**Terms: 37 hours per week, term time + 10 days**

**Disclosure level: The Family of Learning Trust is strongly committed to Safeguarding and promoting the welfare of students and expect staff to share this commitment and maintain a vigilant and safe environment. All posts are subject to an enhanced DBS check. All staff will be expected to follow the school's safeguarding policies, code of conduct for adults and managing allegations against staff procedures**

#### **Prime Objectives of the Post**

To assist the Finance Director to provide a professional financial management service across the Trust, the main objectives is to help provide management accounts but also take the lead in Internal Audit and the various functions that stem from this.

#### **RESPONSIBLE TO**

The post holder will report directly to the Finance Director with input from HR Director, Headteacher and SLT.

#### **Scope**

The post holder will be a reliable Management Accountant to assist Senior Management in reporting monthly on finances, help with the budget, year end and work extensively on Internal Controls and reporting throughout the Trust. You will be responsible for overseeing procedures, forecasts, budgets, reporting and risk analysis.

The aim is to contribute to the Trust as finance support and to help others develop so that the Trust can grow in size over time whilst retaining and developing the trust's personnel.

## **Main Duties and Responsibilities**

### **Main Duties**

1. Prepare monthly accounts with relevant back up reports.
2. Lead Internal Control test, reporting and feedback for the Trust, ensuring the Trust complies with all statutory requirements.
3. To assist the Finance Director to provide information for auditors.
4. Gather and analyse financial information for internal/external use i.e. Benchmarking, Nominal Analysis, year End Reports/Accounts.
5. Be able to pass on financial knowledge to other staff i.e. control accounts, bank reconciliations or vat returns.
6. Help prepare budgets and reports for governors and for ESFA submission.
7. Conduct risk assessment and advise on ways to minimise risk.
8. Advise on problems and weaknesses and suggest improvements.
9. Supervise and develop other office based staff in all areas of finance.
10. Set up summaries and reports for Internal/External users.
11. Helping contribute to Procurement exercises and reports.
12. Prepare monthly controls.
13. Help prepare for various ESFA reports throughout the year.
14. Check and process monthly journals across the Trust.
15. Help set up systems and develop within the Trust for other schools who will eventually join.
16. Attend Finance meetings as required.

### **Financial and Strategic**

1. To be responsible for the effective management of financial administration procedures, including responsibility for compliance with financial regulations.
2. Administer and monitor the financial system in order to ensure that the academy finances are maintained in an accurate and timely manner.
3. To prepare all financial returns to the EFA and other central and local government agencies within statutory guidelines.
4. Monitoring the weekly/monthly expenditure and advising the Headteacher/ Finance Committee of possible under/over spending whilst providing options for varying expenditure.
5. Preparation and maintenance of reports, records and accounts as required in conjunction with the academy's computerised accounting systems.
6. Ensuring all expenditure is correctly coded to ensure maximum use of all budgets and grants.

7. To maximise income generation through identifying bids/grants available and assessing the parameters for the academy to bid for funding.
8. To project costs and income generation for the catering services provided to other schools. Assistant the Finance Director in assessing financial viability of the catering function and pricing structures.
9. Support the Headteacher/FD in financial strategic planning, ensuring the academy makes the best possible use of resources.
10. To prepare for approval by the Headteacher and the governors the annual estimates of income and expenditure. To obtain agreement of budgets, and to monitor accounts against budgets, to prepare regular management accounts for budget holders and to report on the financial state of the academy to governors.
11. To use financial management information, including benchmarking tools to identify areas of relative spend, assess the trends and directly advise the SLT/Governors accordingly.

### **Estate Management**

1. Help support any Trust project by ensuring all reports are collated and made available for Trustees/Governors
2. Attend meetings that relate to any Trust project.

### **General**

1. To show a strong commitment to furthering equalities in both service delivery and employment practice.
2. To further support the climate for learning, improve the school's ethos and develop further the merging culture of achievement and high expectation.
3. To take part in any CPD activities appropriate to the role.
4. Support the development and implementation of initiatives and policies eg data protection, child protection.
5. The postholder will be required to undertake any other professional duties as required by their line manager.

### **Knowledge**

- Educated to Degree level with at least AAT qualification
- An extensive experience in a financial background.
- Knowledge of and excellent computer skills i.e. excel, word or financial packages
- Knowledge of occupational pension schemes for the academy and auto enrolment legislation.
- An understanding of and commitment to safeguarding children and young people
- An understanding of and commitment to equal opportunities

### **Skills**

- Excellent organisational skills
- Ability to work to and meet multiple and tight deadlines.
- Ability to develop and implement a range of financial procedures and make improvements
- Ability to assess the needs of the academy and devise and implement financial policy and procedure to ensure security and good management of funding.
- Ability to act as a positive role model for young people

- Ability to communicate and build a strong rapport with a range of stakeholders, e.g. Staff, parents and external agencies

### **Initiative**

- To develop policy and procedure to protect academy funds
- To devise strategies to ensure sound financial conduct
- To plan the timetable for ensuring important payroll/financial deadlines are met for support staff
- To set up meetings with Finance Director/SLT/Governing Body to report any concerns regarding the academy's financial conduct.

### **Demands**

- Ongoing demands of working to strict financial deadlines

### **People Responsibilities**

- The postholder will have contact with internal staff at all levels, parents and carers and with a number of relevant external agencies
- The postholder will be required to establish constructive relationships and communication with internal staff at all levels, parents and with relevant external professional agencies.

### **Resources**

- To maintain the confidential nature of information relating to the academy, its financial situation, pupils, and employees.
- To be responsible for the accuracy of all data provided on financial matters.
- To be responsible for the care of all equipment and materials within the finance department.