



JOB DESCRIPTION

JOB TITLE:	Financial Accountant
DIVISION/DEPARTMENT/LOCATION:	Head Office Finance – Based in Kettering
E-ACT PURPOSE:	To break the link between poverty and underachievement for E-ACT students.
JOB PURPOSE:	<p>To oversee the day to day operations of the central finance team and ensure central processes are robust, timely and accurate. Work with regional finance colleagues and Regional Directors as necessary on wider group systems, again ensuring they are of a high standard. Develop and promote the central finance team and line manage the team. A key focus will be continued adherence to financial compliance, a high level of financial accuracy of the trusts books and continued development of financial systems to ensure risk is minimised and management reporting is good. The successful candidate will work with a range of stakeholders across the organisation. Management of staff will be involved, which will include 1 x AP, 1 x Assistant Accountant and the Payroll Manager (who is in turn responsible for a team of 3)</p>
REPORTING LINES:	Post holder reports directly to the Head of Finance.
KEY RESPONSIBILITIES INCLUDE:	<ul style="list-style-type: none">i) Ensure the trust has a robust and accurate financial accounting function.ii) Support the Head of Finance and CFO in ensuring the central team has strong oversight and controls in place in relation to both central and regional processes.iii) Provide professional financial advice to the Head of Finance, and wider finance function, as necessary.iv) Administer VAT for the trust, working closely with the regions to ensure accurate VAT coding and training is in place.v) Prepare the annual statutory accounts and subsequent government financial returns, liaising with external audit as necessary.vi) Prepare the regular monthly and ad-hoc financial monitoring data.vii) Manage the groups cash flow. Reporting weekly.

- viii) Maintain the integrity and management of the trusts accounting software.
- ix) File all financial accounting returns to the ESFA within deadlines.
- x) Ensure that suppliers' invoices are recorded correctly and paid on time.
- xi) Deputise for the Head of Finance in their absence in the areas of expertise within this job description.
- xii) Manage own personal development in line with career goals and the requirements of the job.
- xiii) Undertake other duties as required that are consistent with the role and responsibility of this post.
- xiv) Work with regions to ensure all balance sheet reconciliations are up to date and actions addressed.
- xv) Complete the annual tax return.
- xvi) Complete ONS returns as necessary.
- xvii) Work with the payroll team, as directed by the Head of Finance to ensure finance and payroll touch points are accurate and data uploaded into the financial system is robust and quality assured.
- xviii) Any other financial accounting duties as deemed appropriate to the role, by the Head of Finance or CFO.
- xix) Managing and developing the direct reports into the role – Assistant Accountant and Purchase Ledger Co-ordinator.

Signed: Date:

PERSON SPECIFICATION

Elements required to undertake the job are provided under specific headings.

Each element is essential or desirable as indicated by:-

E (Essential) or D (Desirable).

How the evidence will be tested is indicated by:-

A (Application Form), I (Interview/Test), R (Reference).

A	Qualifications, Experience & Knowledge	E/D	A	I	R
1.	Qualified CCAB (or equivalent) accountant with a recognised qualification	E	√		
3.	Public sector experience	D	√	√	
4.	Understanding of basic procurement rules and practices.	D	√	√	
5.	Be responsible for own continuing professional development.	E	√	√	

B	Skills & Abilities	E/D	A	I	R
1.	Ability to manage and develop staff.	D	√		√
2.	Build and maintain relationships with both internal and external stakeholders	E	√	√	√
3.	Good planning skills, accompanied by an ability to re-organise plans to accommodate emerging new priorities	E	√	√	√
4.	Good ICT literacy to use normal MS Office packages (Excel, Word, PowerPoint, Outlook, etc.)	E	√	√	√
5.	Experience of using integrated financial systems incorporating ledger accounting / payments / debtors	E	√	√	
6.	Good writing, report writing, and numeracy skills	E	√	√	√
7.	Good communication skills, particularly when providing instructions, guidance or assistance in accounting and financial matters to non-financial experts	E	√	√	√
8.	Ability to build strong working relationships throughout Head Office and across academies and wider trust	E	√	√	√
9.	Ability to interpret financial data.	E	√	√	
10.	Ability to work under pressure and unsupervised on own initiative.	E	√	√	√

C	Attitude & Behaviours	E/D	A	I	R
1.	A commitment to equality, diversity and community engagement	E	√	√	√
2.	Highest standards of personal integrity	E	√	√	√
3.	Team player	E	√	√	√
4.	Clear evidence of initiative and the ability to seek out solutions to challenges.	E	√	√	√
5.	Self-motivated	E	√	√	√
6.	A willingness to complete work within deadlines	E	√	√	√

D	Personal Circumstances	E/D	A	I	R
1.	Willingness to travel to academies throughout the country and occasionally stay overnight if required.	E	√	√	

This post is subject to an enhanced DBS check.