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Description automatically generatedHISP Multi Academy Trust

Job Description

Financial Accountant

**Salary Grade: Grade G (£44215 - £49520)**

**Contract: Permanent**

**Responsible to: Head of Finance**

Job Purpose

* To provide oversight of all financial controls within the organisation
* To develop the finance system to ensure its effective use by all
* To oversee the funds in the academy and ensure that cash movement is monitored and expenditure by fund is accurate
* To report on the financial position of the organisation and develop reporting
* To consolidate the Trust budget

Main Responsibilities

The duties and responsibilities listed below are indicative of the tasks the Head of Financial Accounting will perform and are not intended to be an exhaustive list. The post holder will be expected to take on additional responsibilities appropriate to the role as they arise.

Financial Controls

* Develop systems and procedures that are forward-thinking and ensure the efficient, effective and accurate management of the Trust’s finances.
* Manage internal recharges between Academies and the Trust’s central accounts
* Using a financial control framework, including financial accountabilities and authorities to ensure full financial control.
* Update and develop the Trust’s Financial Procedures Manual.
* Develop and control a centralised accounting system to ensure that Trust central accounts are effectively managed.
* Monitor month end procedures carried out by all Academies, ensuring appropriate authorisation checks and reconciliations are made.
* Monitor cash flow across the Trust.
* Manage all Central account activity including, orders, invoicing, month end procedures etc
* Work with and be a key point of contact for external auditors to provide all required information.
* Ensure accounting policies comply with the relevant accounting standards and that Trust policies are followed.
* Recommend and implement changes that will improve the Trusts financial performance and financial controls.

System Accountant

* Be the System Administrator for the Trust’s finance system; managing user access, security permissions, nominal code management and centrally managed processes e.g. Period/Year End closedown, posting depreciation etc.
* Be the primary link between the Trust’s finance software provider and Trust users.
* Manage and oversee support to all users of the Trust’s finance software.
* Fund Accounting
* Review transactions and postings across the Trust to ensure correct fund accounting.
* Support and train Finance Business Partners and Accounting Technicians in correct use of fund accounting.
* Liaise with auditors to aid in appropriate fund use.

Financial Reporting

* Work with lead Trust staff on the submission, regular monitoring and submission of the reports for all DfE Grant Funding Agreements as well as all other external funding streams.”
* To produce the financial statements that will ensure that the Trust meets statutory and regulatory requirements.
* Provide Management Accounts and other financial reports.
* Develop and oversee implementation of the Trust’s Financial Reporting Framework.
* Oversee financial reports to be used across the Trust, working with individual schools to ensure compliance.
* Ensure that all required financial returns for external stakeholders are delivered accurately and timely.
* To report on the trading activity of all subsidiary companies and ensue that they meet all statutory and regulatory requirements.
* To ensure that staffing resources are set to meet a value for money judgement.

Professional Development

* Undertake appropriate and regular training and development to maintain knowledge and improve practice.
* Attend briefings and participate in professional development opportunities.
* Participate in regular performance management for self and lead appraisal reviews for direct report staff.
* To engage with staff development opportunities.

Supporting the Trust

At an appropriate level, according to the job role, grade and training received, all employees of the Trust are expected to:

* Support the aims, values, mission and ethos of the Trust and participate in a team approach to all aspects of school life.
* Attend and contribute to staff meetings and INSET days as required and identify areas of personal practice and experience to develop.
* Take appropriate responsibility for safeguarding and children’s welfare.
* Be aware of health and safety issues and act in accordance with the Trust’s Health and Safety policy.
* Ensure Trust policies and procedures are implemented and followed.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the HISP Multi Academy Trust reserves the right to update your job description, from time to time, to reflect changes in, or to, your job. You will be consulted about any proposed changes.