



FORRES SANDLE MANOR

School Accountant

JOB DESCRIPTION

Reporting to: Headmaster

The post holder has responsibility to help maintain three key areas:

- Work with the Headmaster to oversee the financial management functions of the school.
- Oversight of all areas of financial compliance.
- Through their general duties and conduct, supporting the professional, caring and supportive ethos of the school.

FINANCIAL MANAGEMENT - The post holder is responsible for supporting the Headmaster through:

- Assisting in the preparation of an annual budget in accordance with agreed policies, legislation, guidance timetables and the agreed scheme of financial delegation.
- Supporting staff responsible for delegated budgets with procedures which enable them to monitor these budgets.
- Monitoring the school's bank accounts on a daily basis and reconciliation on a monthly basis and set up standing orders as required.
- Preparing reconciliations for balance sheet accounts at the month end and investigating differences.
- Monitoring capital expenditure on buildings and significant projects.
- Processing and recording monthly payroll and processing approved overtime submissions as directed by the Headmaster.
- Monitoring the school's expenditure and income on a regular basis and report to the Headmaster any corrective measures to be taken.

- Supporting in the preparation of financial analysis to support income growth and enhanced profitability.
- Assisting with parent fee enquiries and creating pro-formas for CEA.
- Supporting the Head of Admissions and Headmaster in the processing and administration of bursaries and scholarships & ensuring accurate records of fee remissions are maintained.
- Line management and support of the Finance Assistant & supporting them in the effective completion of their duties (eg. Processing invoices, ordering materials and equipment, recording purchase order requests, processing and recording staff expense claims etc).
- Xero accounts work for bank reconciliation, sales and purchase ledger, credit control.
- Supporting other matters as required relating to accounts and finance.

FINANCIAL COMPLIANCE - The post holder is responsible for ensuring the organisation remains fully compliant through:

- Assistance in the closure of the accounts at the year end and the preparation of the Financial Statements.
- Supporting audit procedures as necessary.
- Ensuring the school has appropriate financial systems to meet information requirements and satisfy legal and professional accountancy requirements.
- Oversight of all VAT returns and associated documentation and record keeping.
- Ensuring that the financial transactions in the school are carried out in an appropriate manner and that the financial regulations of the school are complied with.
- Ensuring that accurate financial records are maintained.
- To maintain strict confidentiality at all times and observe the Data Protection guidelines.

GENERAL DUTIES – The post holder is responsible for supporting the professional, caring and supportive ethos of the school through:

- To be aware of and comply with all procedures relating to child protection, health and safety, security, confidentiality and data protection.
- All members of staff are required to comply with the school's code of conduct agreement.
- Contribute to the overall ethos, mission and aims of the School.
- Uphold the School policies and rules.
- Appreciate and support the roles of other professionals and teachers.
- Attend and participate in relevant updates and meetings, as required.
- Work in a co-operative, diplomatic and flexible manner.
- To take part in the School's appraisal of employees.

Associated terms and conditions

- 30-32 hours per week (4 days)
- 30 days paid annual (pro rata for part-time staff) plus paid bank holidays. A proportion of this holiday must be taken during the period of school closure between Christmas and New Year.
- 50% staff fee discount for staff children attending the school.

The duties and responsibilities of this post may vary from time to time according to the changing demands of the school. This job description may be reviewed at the reasonable discretion of the Headmaster in the light of those changing requirements and in consultation with the post holder.

School Accountant

PERSON SPECIFICATION

Criteria	Essential	Desirable
Qualifications & Training	<ul style="list-style-type: none">- Part or fully qualified (CIMA, ACCA or ACA) accountant (if part qualified, willing to gain full qualification in post). Please note we are open to hearing from those qualified by experience.- Evidence of commitment to own CPD.	
Experience	<ul style="list-style-type: none">- Proven experience in financial reporting and in the preparation of management accounts, forecasts and budgets.	<ul style="list-style-type: none">- Experience of working in a school.- Payroll experience.- Supervisory / line management experience.
Skills & Knowledge	<ul style="list-style-type: none">- Good working knowledge of various accounts packages.- Confident in Microsoft Office, with advanced Excel skills and the ability to quickly learn new management information systems.- Able to understand interpret and communicate financial data at all levels.	<ul style="list-style-type: none">- Understanding of the independent school sector- Prior knowledge of Hubdoc & Xero.

	<ul style="list-style-type: none"> - Excellent collaboration and communication skills. - Excellent time management, prioritisation and organisational skills. - Exceptional attention to detail. - Able to work on own initiative and motivate and direct others and support with the line management of the team, as required. - Confident and tactful when required to challenge costs and chase for information. 	
Personal Attributes	<ul style="list-style-type: none"> - Resilient, enthusiastic, and motivated. - Calm under pressure with a positive 'can do' attitude. - Analytical, inquisitive and enjoys problem solving. - Flexible and supportive team member. - Maintain strict confidentiality where required. - Confident to identify and recommend areas of improvement and efficiency. - Sense of humour. 	
Additional Requirements	<p>Demonstrates a commitment to:</p> <ul style="list-style-type: none"> - promoting the school's vision and ethos. - relating positively to and showing respect for all members of the school and wider community. - the safeguarding and protection of all children, in all aspects of school life. - understanding and acceptance of and commitment to the principles underlying equal opportunities. 	

