

Company:	drb Schools and Academies Services Ltd
Job title:	Academy Accountant
Grade:	4 (£25,847 to £38,244)
Responsible to:	Academy Executive Consultant
Job Objectives and Responsibilities:	<p><i>This job description is intended to give the post holder an appreciation of the role and the range of duties to be undertaken. It does not detail every activity, and should be treated as a general guide, detailing the minimum requirements and responsibilities of the position. Specific tasks and objectives will be agreed with the post holder following the induction stage, as part of the ongoing appraisal process and as and when required during the post holder's period of employment.</i></p> <p><i>This job description may be varied from time to time to reflect changes in the post holder's role and/or the needs of the business.</i></p> <p>To provide a high quality, detailed and strategic financial support service to Academy clients.</p> <p>To manage the relationship with Senior Leadership teams in schools.</p> <p>To be an effective team player.</p>
Main duties:	<ul style="list-style-type: none"> • The completion of all timetabled returns to the Education & Skills Funding Agency e.g. ESFA Budget Forecast Returns, • assistance with annual accounts • Contribute to the preparation of statutory accounts for signature by the Academy's appointed auditor • Monthly bank reconciliations and the compilation/monitoring of the regular cashflow statements • Production of regular staffing projections (independent check to compare to school information) and the regular monitoring of employee budgets • The monitoring of income and expenditure on the Academy's Information System • Advice and assistance with VAT (dependent on VAT classification) • Preparation of year-end accounts and liaison with the Academy's appointed auditors • Ensure adequate financial control systems are in place and maintained to limit/assess risk • The completion of/assistance with the Financial Management Standard. This would be reviewed annually • Advise on the continued implementation of Best Value from an Academy perspective

	<ul style="list-style-type: none"> • The annual review of Financial Policies/Financial Terms of Reference and Headteachers' Framework of Financial Management • Review of allocations/virements within the Headteachers' Framework of Financial Management • Completion of Balance Sheet reconciliations to maintain financial control (salaries, VAT, accruals, prepayments, pension liabilities) • Preparation and maintenance of Fixed Asset Register to reflect true net book values of all assets converted and additions/disposals moving forward; ensuring appropriate depreciation is applied to assets as per financial policies • Ongoing training requirements for the Academy office staff • Out of hours support for completion of reports and addressing day to day queries via telephone and email as appropriate • Preparation and presentation of timely financial reports to the Governing Body throughout the period. These reports include budget monitoring reports, budget setting reports and Strategic financial projections (up to 3 years) • Report to the Headteacher on a regular basis; provide financial summaries from the Academy's Management System to keep the Academy's leadership team up to date on the current financial system at the school • Complete visit reports <p>Training</p> <ul style="list-style-type: none"> • To work in conjunction with the training group to support the training needs for trainee consultants and school support assistants <p>General Administration</p> <ul style="list-style-type: none"> • Any other duties as commensurate with the grade to ensure the smooth running of the school • To contribute to the development of drb strategies to help achieve the company's mission and core objectives • To be aware of developments in the education sector • To follow drb's policies and procedures and improve operational effectiveness
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drb's Vision & Values:	<ul style="list-style-type: none"> • Trust and respect one another • Treat people as you would like to be treated • Strive to do our best • Give support to one another and praise more than criticise • Share knowledge for the benefit of the team • Enjoy work, celebrate success and learn from experience • Be committed to a work-life balance
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PERSON SPECIFICATION

		Method of Assessment
Experience, Skills & Abilities	A sound knowledge of budget management and accounting techniques	Application Form/Interview
	Knowledge and experience of computer applications including financial management systems	Application Form/Interview
	Ability to work independently demonstrating initiative and pro-activity	Application Form/ Interview
	Ability to contribute to school business planning	Interview
	Ability to interpret and present detailed financial information	Application Form/ Interview/ Presentation
	Ability to contribute to policy development	Application Form/ Interview
	Ability to develop and maintain efficient record keeping systems	Application Form/ Interview
	Ability to analyse and interpret complex information and make recommendations	Interview/ Test
	Ability to solve problems	Application Form/Interview
	Ability to negotiate "Best Value" with suppliers	Interview

	<p>Ability to communicate with a range of audiences including colleagues, governors, suppliers.</p> <p>Ability to identify work priorities and manage own workload to meet deadlines while ensuring that lower priority work is kept up to date</p> <p>Ability to show sensitivity and objectivity in dealing with confidential issues</p>	<p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p>
Contra Indication	Unsatisfactory completion of a DBS check	

Reference: drb Grade 4 - 2022

Closing date:

Please contact Doug Skinner (doug.skinner@drbsas.co.uk; 07843 282535) if you have any questions about this document or the job role.