

Company:	drb Schools and Academies Services Ltd
Job title:	Academy Accountant
Grade:	7 (£45,640 to £60,068)
Superiors & Subordinates Meetings:	To attend monthly team meetings and monthly briefings
Job Objectives and Responsibilities:	To provide a high quality, detailed and strategic financial support service to Academy clients. To manage the relationship with Senior Leadership teams in schools. To be an effective team player.
Main duties:	Financial Duties • The completion of all timetabled returns to the DFE • 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 • Advise senior leaders of funding changes and implications • 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 • Advise on the continued implementation of Best Value from an Academy perspective • 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 • 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. These reports include budget monitoring reports, budget setting reports and Strategic financial projections • 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 • Completion of visit reports Training • To work and train with the other drb consultants, to continually update your skills, attending all training courses advised by the training team • To work within training workshops with other Finance Consultants • To assist in the training of more junior members of the team General Administration • To keep abreast of current educational developments and undertake relevant Continuing Professional Development when appropriate • To follow drb's policies and procedures and always strive to improve operational effectiveness • Any other duties commensurate within the grade of the post
Experience / Skills and Abilities	<u>Method of assessment</u> A.F = application Form I = Interview T = Test or Exercise • AAT or equivalent accounting qualification • Knowledge of budget management and finance techniques • A sound knowledge of a range of computer applications within financial management systems • Ability to contribute to school business planning

	• Ability to work independently demonstrating initiative and pro-activity • Ability to contribute to policy development e.g. for school lettings • Ability to interpret and present detailed financial information • Ability to develop and maintain efficient record keeping systems • Ability to analyse and interpret complex information and make recommendations • Ability to problem solve • Ability to negotiate 'best practice' with suppliers – in conjunction with the schools Business Manager • Ability to communicate with a range of audiences including colleagues, Governors, officers of the City Council, suppliers and members of the community • Ability to identify work priorities and manage own workload to meet deadlines whilst ensuring that lower priority work is kept up to date • Ability to show sensitivity and objectivity in dealing with confidential issues • Good timekeeping skills • Good standard of education, especially English and Maths
Note:	CONTRA INDICATION Unsatisfactory Completion of a DBS check