

ST. BART'S ACADEMY TRUST



JOB DESCRIPTION

Position: Accounts Assistant

Dates: Closing Date: **Monday 16th April at 1pm**
Grade: Level 5 Point 17-21
Salary: £17,732-£19,742 pro rata
Location: Belgrave St. Bartholomew's Academy, Sussex Place, Longton, Stoke-on-Trent, ST3 4TP
Contract Type: Permanent
Contract Term:

Job Purpose

The St. Bart's Multi-Academy Trust, in partnership with Governors, staff and children, is seeking to appoint a highly skilled and well-motivated Accounts Assistant to work alongside the CFO and Accountant.

St. Bart's Multi-Academy Trust require an Accounts Assistant to support the Central Finance Team. The Trust has an excellent reputation in the both locally and nationally and has seen substantial growth in the last few years.

The role is to support the Central Finance Team and involves a multitude of accounting duties such as sales & purchase ledger, bank reconciliations, journals, accruals & prepayments and some assistance with budgets.

You will need to have a broad background in accounts and be qualified to AAT level 2, have a good understanding of double entry bookkeeping, purchase and sales ledger and be able to deal with all the preparation work for the month end. Good IT skills including Excel is also required. You will also need to be a good team player, be flexible in your duties as the role is in a small team, and be accurate and diligent in your work. Knowledge of school finance is not essential.

To apply for this Accounts Assistant job please contact the school office on 01782 235523 for an application form or download it from our website www.stbartsacademytrust.org.uk

We are committed to the safeguarding and welfare of children and young people and expect all our employees to share this commitment. This post is exempt under the 'Rehabilitation of Young Offenders Act 1974' and the successful applicant will be subject to an enhanced check by the Criminal Records Bureau.

Key Duties / Responsibilities

The accounts assistant will provide a high level of administrative, financial and accounting serviced and will work closely with the Chief Finance Officer in ensuring that these functions are undertaken efficiently and effectively.

- Maintain financial accounting records in accordance with current accounting systems and guidelines
- To support the CFO in key areas of financial management, budget preparation, monitoring, reporting and other financial operations
- Process orders and invoices in numerous financial systems for both sales and purchases
- Ensure routine financial tasks are carried out in accordance with Trust policies, the Regulatory Framework and agreed procedures
- Attend all relevant meetings to perform the role

Duties:

- Process sales and purchase order and enter onto an accounting system
- Chase orders not received, partly received or incorrect
- Process both sales and purchase invoices on system to a level ready for receipt/payment
- Send out signed cheques to supplies
- Check supplier and customer statements and chase unpaid invoices
- Assist with the preparation of monthly, quarterly, half –yearly and annual accounting including the year end audit
- Undertake day to day banking and resolve any queries
- Complete the weekly bank reconciliation
- Preparation of VAT returns – full returns and 126
- Reconciliation of the monthly payroll, resolve any queries
- Advise non financial staff about finance related procedures and provide operational staff with regular financial statements relating to their areas of responsibility
- Help to ensure the effective management of the school’s finances, including responsibility for compliance with financial regulation, include keeping records, accounts and supporting the auditors
- To monitor expenditure and provide regular budgetary statements as required
- To undertake administrative tasks of a general nature, including balancing and banking of monies as required
- To assist in cashless catering and money collection systems as required
- To help ensure that efficient and safe procedures are maintained by all staff concerning collection, security and distribution of cash
- To administer petty cash
- To assist in the maintenance of the fixed asset register

Additional responsibilities:

- To provide support to the CFO in any required aspects of their work
- To provide additional administrative support as required
- To undertake any other duties and responsibilities as reasonable requested by the Executive Board of the Trust

Safeguarding:

The St Bart’s Multi-Academy Trust is committed to safeguarding children. Candidates must be suitable to work with children and young people. The post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and a criminal record disclosure will be required prior to appointment – DBS check.

Person Specification:

	Essential	Desirable
Experience working in a busy finance department of a business	•	
Preparation of monthly management accounts information	•	
Clear understanding of accruals accounting and double entry bookkeeping	•	
Setting and maintaining budgets and providing explanations of budget variances		•
Cash flow management		•
Weekly/Monthly bank and cash reconciliations	•	
Preparation of monthly/quarterly VAT returns and VAT 126 returns to HMRC – including a sound knowledge of the VAT regime in general		•

Sales ledger and credit control account knowledge and experience	•	
Management of purchase ledger experience		•
Understanding of payroll reconciliations and expense claims		•
Knowledge of accounting for fixed assets and depreciation		•
Experience in maintaining clear audit trails for both internal and external purposes		•
Excellent IT capabilities including Microsoft office particularly Excel	•	
Experience in computerised accounting software and an ability to adapt to different systems accordingly	•	
Ability to work as a team as well as on own initiative	•	
Excellent communication skills	•	
Ability to work in a methodical and organised manner and pay attention to detail	•	
Demonstrate high levels of honesty and integrity	•	
Appreciation of Value for Money and the charitable status of an Academy		•
General business acumen and commercial awareness	•	
Committed to professional development		•
Must be qualified to an appropriate level, suggested qualifications: <ul style="list-style-type: none"> • Recognised bookkeeping qualification • Recognised IT qualification • AAT Level Accounting qualification to level 2 	•	