



Beacon Academy Trust

A COMPELLING VISION FOR SUCCESS

Financial Accountant



Thank you for expressing an interest in this role.



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Job Title: Financial Accountant

Salary range: Circa £45k

Full-time 52 weeks 36 Hours per week

Benefits: LGPS Pension & 22 Day Annual Leave plus bank holidays

Salary is negotiable depending on qualifications, skills and experience

Required: ASAP

Closing date: 31 October 2018

Beacon Multi-Academy Trust is located in the London Borough of Redbridge. Established since 2014, we are committed to high expectations inclusive practice and successful outcomes for all.

We are seeking to appoint a Financial Accountant that is proactive and committed to making a difference across the Trust.

The successful candidate will support the Finance Director to enhance financial operations reporting, maintenance of accounting records, enhancing reporting accuracy, and ensuring reported result comply with the financial reporting standards. The candidate must:

- be an effective accountant with leadership experience
- have a good practical understanding of financial management and payroll
- be an excellent communicator with excellent interpersonal skills
- solutions oriented and willing to adapt to change
- be able to work in a busy, pressurised environment with competing and changing priorities

BMAT is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment. The below documents must be read prior to applying for this role and will be factored into interviews:

[Keeping Children Safe in Education](#)

[BMAT – Safeguarding and Child Protection Policy](#)

Enhanced DBS (with list checks) is required for this post.

An application form can be found at www.beaconacademytrust.co.uk

Please forward your electronic applications to beasuccess@beaconacademytrust.co.uk

Please note, we reserve the right to close or extend this position, therefore we would urge candidates to submit an application as soon as possible.

Role Profile

Financial Management

The Financial Accountant:

- In conjunction with the Finance Director and Senior Finance Officers prepare the annual budget for the MAT and individual schools as part the long term financial plan.
- In conjunction with the Finance Director and Senior Finance Officers prepare & submit the financial reports, estimates and completion of financial returns as required by the MAT Board, Local Governing Bodies ("LGBs"), ESFA, DFE, Companies House and HMRC.
- Manage the cash flow of the MAT and individual schools through weekly monitoring of the debtor and creditor positions in order to secure maximum benefit.
- Line management of the Senior Finance Officers and Finance Administrator.
- Ensure monthly balance sheet reconciliations are completed by the Senior Finance Officers and reviewed and signed for audit purposes.
- Ensure the effective operation of financial control within the MAT and the individual schools and ensure the MAT receives value for money in all its expenditures.
- In conjunction with the Senior Finance Officers review monthly management accounts for the MAT and the individual schools to ensure that all stakeholders have relevant, reliable information upon which to make management decisions.
- Devise appropriate accounting procedures to control, monitor and disburse the MAT and the individual schools budgets, including routine financial arrangements.
- Develop and keep updated the computer based financial and management accounting systems for the MAT and the individual schools.
- Support the Finance Director with external and internal audit arrangements as required by the Academies Financial Handbook and other ESFA requirements.
- Implement audit requirements as it affects all financial activities at the MAT and the individual schools.
- Ensures that the MAT and the individual schools comply with the Academies Financial Handbook and other relevant regulations at all times.

Payroll

The Financial Accountant will support and provide cover for the Payroll Manager and:

- Ensure that an effective payroll system is in place, working accurately and ensure compliance with all relevant legislation.
- Ensure reports and returns are completed as requested on payroll payments made, including PAYE, expense payments, National Insurance, pensions and any other relevant payments.
- Ensure all government returns are submitted accurately and on time.
- Ensure monthly payroll is processed accurately and on time.
- Deal with all personnel matters relating to salary and HM Revenue and Customs queries.
- Liaise with BMAT Payroll Manager and Human Resources on all personnel matters relating to payroll.

Buying / Ordering / Contract Management

The Financial Accountant will:

- In connection with the Trust Service Manager, ensure the Trust contract management system is accurate and up to date.
- Keep up to date policies concerning the buying and ordering of all MAT and the individual

schools supplies and services ensuring that all regulations are complied with and that value for money is obtained.

- Monitor the operation of policies concerning buying and ordering and prepare such reports as may be required.
- Support the Trust Service Manager with contract tenders in line with government guidelines for public bodies.

Asset Control

The Financial Accountant will, assisted by the Senior Finance Officers, BMAT IT Managed Services and the MAT Operations Managers:

- Ensure accurate records are kept of all MAT and individual schools' assets.
- Ensure that appropriate policies and procedures for the procurement, depreciation and disposal of all MAT and individual schools' assets are in place and kept up to date.
- Prepare, monitor and keep up to date a detailed planned preventative maintenance programme and capital asset renewal programme including IT assets.

Insurance Arrangements

The Financial Accountant will support the Finance Director to:

- Ensure correct insurance cover as required.
- Liaise with brokers/insurance companies regarding claims, dealing with all correspondence and communications.
- Advise the Finance Director and Trust Executive on insurance requirements and produce reports and information as required.

Business Planning

The Financial Accountant will:

- Liaise with funding agencies to secure the optimum level of funding for the MAT.
- Identify potential funding opportunities, agencies, government initiatives etc. and ensure income generation from both diverse and obvious sources.
- Work with the Trust Executive and school senior leadership teams to maximise income generation and financial growth.

External Relationships

The Financial Accountant will:

- Attend meetings identified by the Finance Director or the CEO
- Liaise with all external services and providers in regard to financial processes.

The above mentioned duties are neither exclusive nor exhaustive, duties and responsibilities of the post may change as requirements and circumstances change. The post holder will be required to carry out duties as requested by management that are broadly within the level of the post.

PERSON SPECIFICATION

	Essential (E) Desirable (D)	Application (A) Interview (I) Reference (R)
Education and Qualifications		
1. Qualified accountant (ICAEW, ACCA, CIPFA, ICAS, CIMA or Chartered Accountants Ireland) MCIPD	D	A/I/R
2. Part Qualified accountant (ICAEW, ACCA, CIPFA, ICAS, CIMA or Chartered Accountants Ireland) MCIPD	E	A/I/R
3. Degree or equivalent	E	A/I/R
Key Skills and Abilities		
4. Ability to prioritise, plan and organise with meticulous attention to detail	E	A/I
5. Ability to manage time effectively, to meet deadlines and work under pressure	E	A/I
6. Ability to take responsibility and work on own initiative	E	A/I
7. Ability to procure contract services, evaluate performance and negotiate solutions with suppliers	E	A/I
8. Excellent ICT skills with the capacity to learn to use new systems and software	E	A/I
9. Excellent communication skills, both oral and written, including presentational skills	E	A/I
10. Ability to form good working relationships both within the MAT and with external bodies and suppliers	E	A/I
11. Demonstrate strong communication skills and the ability to build relationships with key stakeholders at all levels	E	A/I
12. Ability to be discreet, discerning and maintain confidentiality; awareness of data protection issues	E	A/I
13. Ability to process payroll and tax calculations	D	A/I
14. Knowledge of education and / or the charity sector	D	A/I
15. Proven line management experience	E	A/I/R
16. Good knowledge and understanding of financial and operational management	E	A/I
17. Managing systems to ensure that high quality financial & non-financial information is available to stakeholders	E	A/I
18. Good working knowledge of MS Windows and Office Suite including MS Excel at an advanced level	E	A/I
Attributes		
19. Reliable, respectful, responsible & conscientious approach	E	A/I/R
20. Flexibility to deal with the diverse needs of the post including some travel across the Trust	E	A/I
21. Establish and maintain appropriate professional relationships	E	A/I/R
22. Integrity and confidentiality to be maintained at all times	E	A/I/R
23. High level of initiative and ability to work independently or as part of a team with a range of staff	E	A/I/R
24. Sense of humour and equable temperament	E	A/I
25. Able to remain calm and composed under pressure and work to deadlines	E	A/I/R
26. Commitment to and understanding of equal opportunities and safeguarding	E	A/I/R
27. Strategic and analytical thinking	E	A/I
28. Organisational wide holistic approach	E	A/I
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