



JOB DESCRIPTION

Assistant Accountant

Severndale Specialist Academy Vision:

Severndale Specialist Academy is a multi-site Academy catering for children with special educational needs in Shropshire. Our children and young people can access Severndale Specialist Academy from Reception through to Sixth Form and have a range of learning difficulties. These include moderate, severe, complex and profound learning difficulties, those with autism, complex medical conditions and physical and mobility difficulties. A number of our young people present behavioral difficulties arising from their condition; many have communication difficulties.

EVERYONE VALUED....EVERYONE INCLUDED....EVERYONE LEARNING

Purpose of the Post:

The Finance Team is central to the Academy, working with a wide range of stakeholders to ensure excellent financial performance and compliance. The Academy is seeking an experienced AAT qualified professional to join the team as the Assistant Accountant. This is a new position and the successful candidate will play a key role in the Academy ensuring the smooth co-ordination of reporting both internally and externally to statutory bodies.

Qualifications and personal skills required:

- AAT qualified
- Proven track record in finance and reporting
- Good technical skills in finance, financial systems and processes
- Methodical with excellent data analysis skills
- Excellent organisational and time management skills
- Strong communication skills at all levels
- Excellent team working skills with the ability to build good working relationships with employees across the Academy

As the Assistant Accountant you will provide support to the Finance Manager on a range of matters and supervise the Finance Administrator on a day to day basis. You will be an enthusiastic, committed professional who is flexible and reliable and able to work with staff across the Academy with the ultimate goal of achieving the best outcomes for our students.

Duties and Responsibilities will include:

Professional Duties

Management Accounts

- Preparation of monthly management accounts on an accruals basis for presentation to the Trustees
- Cash flow forecasting



- Maintenance of the fixed asset register
- Maintain and oversee all bank accounts and prepare reconciliations for review by the Finance Manager
- Reconciling control accounts on a monthly basis
- Preparing and submitting VAT returns
- Be involved in termly audit visits and assist with the year-end audit

Budgeting

- Provide variance reports alongside the management accounts for review
- Provide budget holders with monthly updates on their accounts
- Track funds against budget such as pupil premium, 16 – 19 bursary and LAC
- Monitor income from the Local Authority

Other finance duties

- Responsible for making claims for staff absence insurance ensuring all processes are adhered to and all income is received on a timely basis
- Submitting payroll information for Academy staff and being the point of contact for all queries
- Preparing weekly bacs runs ensuring suppliers are paid on a timely basis
- Obtaining quotes for larger capital purchases and Academy insurance
- Reviewing of relevant policies and procedures, updating when required

General

- Provide support to the Finance Manager when required and supervise the Finance Administrator on a day to day basis
- Working alongside the administration team , providing assistance when required
- Willing to undertake training and CPD

Reporting:

- Line Manager: Finance Manager and Strategic Business Manager

Benefits of the Post:

- The grade of the post is: Grade 8 – Grade 9, depending on experience
- The hours of work are: 37 hours per week, 48 weeks per year
- Access to the School Advisory Service
- Bike to work scheme
- Continuing Professional Development
- Local Authority Pension Scheme

The above job description does not define in detail all of the duties and responsibilities of the post in question. It may be necessary to re-evaluate areas of responsibility. After due consideration and discussion areas may be amended in consultation with the Principal.