



ST FRANCIS  
& ST CLARE  
CATHOLIC MAC

# Job Description

<b>Job Title:</b>	Assistant Accountant (Part time 12-15 hours)
<b>Salary Range:</b>	BAND F : £30,296 to £33,024 per annum
<b>Contract Type:</b>	Permanent, Part time
<b>Reporting to:</b>	Finance and Compliance Director
<b>Location</b>	SFSC MAC



## **Job Summary**

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To assist the Finance and Compliance Director (Accountant) in the efficient and effective finance services to the St Francis and St Clare(SFSC) Catholic MAC.

Supporting compliance and accurate financial data being processed within SFSC MAC by establishing working relationships across SFSC MAC Academies.

To work within the parameters of the Academies Trust Handbook adhering to all legislative and policy guidelines within the Multi Academy Company to be fully compliant and beyond.

Responsibility for keeping accounting records in good order and for monitoring and reporting financial performance against budget plans. To produce various accounting outputs and returns as required for good governance and statutory compliance. ie those required by the Academies Financial Handbook and Academy Accounts Direction.

## **Main Duties**

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- To assist the Finance and Compliance Director in managing the financial operations of the Multi Academy Company, including preparing a detailed budget in accordance with ESFA Guidance, preparing statements and financial records for annual audit etc.
- To assist with balance sheet reconciliations
- Financial Reporting and statutory returns
- Fixed Asset Systems including entering monthly depreciation and keeping a schedule of asset additions.
- To complete month end procedures during any absence periods
- Assist with preparation of monthly management information
- Assistance with preparation for year-end procedures, liaising with external auditors and providing information as requested.
- Assistance with internal audit requirements, preparing information and demonstrating accounting processes as requested.
- Take lead responsibility for monthly financial forecasting in the budgeting system in liaison with the Academies
- To assist in monthly cashflow forecasting
- Other Finance work as directed

## **General Duties**

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- To assist with other administrative duties contributing to the smooth running of the finance provision at the Academy.

- Provide finance and administration assistance to other members of the MAC when necessary.
- Assist in training new finance staff where appropriate.
- To be a member of the central team and as such be flexible and responsive to the needs of the school environment.
- To contribute to the overall ethos, mission, work and aims of this Catholic Academy and wider SFSC MAC.
- To promote the welfare of children and to support school in safeguarding children through relevant policies and procedures.
- To attend and participate in relevant meetings as required.
- To participate in training and other learning activities as required.
- Undertake other relevant work and duties deemed appropriate to the role as directed by the Finance and Compliance Director (Accountant) and Chief Operating Officer.

## General

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**In addition to the ability to perform the duties of the post, issues relating to Safeguarding and promoting the welfare of children will need to be demonstrated these will include:**

- **Motivation to work with children and young people.**
- **Ability to form and maintain appropriate relationships and personal boundaries with children and young people.**
- **Adopt and promote “Don’t Walk On By” policy and comply with all safeguarding requirements**
- **Emotional resilience in working with challenging behaviours**
- **Attitudes to use of authority**

## Person Specification

<b><u>PERSON SPECIFICATION</u></b>		
<b>Essential Criteria</b>	<b>Desirable</b>	<b>Measured by</b>
<p><b>Knowledge and Experience</b></p> <ul style="list-style-type: none"> <li>• Experience managing company accounts at a management level</li> <li>• A clear understanding of how finance can support the desired outcomes of an educational organisation</li> <li>• Be confident in the use of relevant ICT including word and excel</li> <li>• Significant experience working in business</li> <li>• Experience of financial forecasting</li> <li>• Experience of budgeting</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of academy accounting</li> <li>• Experience of working in an education setting</li> <li>• Experience of both phases of Education Secondary/Primary</li> <li>• Experience of using PS Financials, financial management software</li> </ul>	AF
<p><b>Qualifications/Training</b></p> <p>AAT4 or similar</p>		AF
<p><b>Behavioural Attributes</b></p> <ul style="list-style-type: none"> <li>• Outstanding interpersonal and communication skills</li> <li>• Ability to explain and convey information to a range of stakeholders</li> <li>• Able to work under pressure</li> <li>• Able to work on own initiative and react to competing demands.</li> <li>• Training and coaching skills</li> <li>• Commitment to the improvement and development of self and others performance.</li> <li>• Post holders will be required to demonstrate the behaviours and attributes that support MAC's core values</li> <li>• Identifies and promotes best practice and encourage the sharing of ideas</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to be flexible at key times during the year.</li> </ul>	AF/I

<ul style="list-style-type: none"> <li>• Proactively seek opportunities to increase job knowledge and understanding</li> <li>• Values the diversity of individuals, adaptable approach to meet individual needs and effectively utilise the diversity of team members</li> <li>• Works with others to resolve differences of opinion and resolve conflict</li> </ul>		
<b>Other</b> <ul style="list-style-type: none"> <li>• Driving License</li> </ul>	<ul style="list-style-type: none"> <li>•Car owner/Access to a vehicle</li> </ul>	AF/I

AF - Application form I – Interview

### COMPETENCIES ESSENTIAL TO BASIC PERFORMANCE OF THE ROLE

**Post Reference: A040      Post Title: Assistant Accountant**

#### **Commitment & Motivation**

- Displays energy and enthusiasm for work and is motivated to achieve, demonstrates flexibility
- Identifies own development needs and seeks learning opportunities understanding learning priorities that link with Academy's aims and objectives
- Engages in every learning opportunity and reflects on and develops own practice
- Liaises effectively with people demonstrating a willingness to share knowledge, learning and experience with others
- Uses initiative within clearly defined guidelines and displays sound judgement, based on factual information when making decisions
- Monitors own performance against high standards
- Actively seeks feedback, to inform self-development plans

#### **Problem Solving & Decision Making**

- Shows openness to new ideas and makes timely, confident decisions on a day to day basis
- Takes ownership and makes decisions that are achievable based on the appropriate information
- Uses initiative to make decisions without formal guidelines
- Gathers all relevant information to make informed decisions
- Analyses statistical information based on issues / trends to support decision making
- Takes ownership of problems and trials new approaches to reach a successful resolution

#### **Planning & Organisation**

- Plans, prioritises, implements, managing own workload with guidance using available resources
- Identifies achievement and supports next steps planning
- Identifies barriers to learning and provides appropriate solutions
- Contributes to development plans and considers resource allocation

- Implements plans under minimal supervision, recommending revisions as required to achieve desired outcomes and objectives
- Provides written feedback and evaluation of progress against objectives
- Selects and prepares appropriate activities and resources

### **Finance & Resource Management**

- Aware of the importance of meeting financial and operational targets
- Grasps the complexity and potential financial value of area of responsibility
- Contributes to the preparation of budgets and financial data
- Demonstrates knowledge and operates within appropriate financial procedures, e.g. Academy Financial Handbook
- Creates reports which monitor progress against budgets
- Identifies ways to minimise waste, cuts costs and increase efficiency
- Responsible for processing cash/cheques / invoices to the maximum value of £1,000
- May be responsible for authorising purchase orders to the maximum value of £1,000

### **Implementing Change**

- Understands the purpose and expected outcomes of planned change and actively supports change through effective engagement at team level
- Identifies opportunities for contributing to positive change
- Understands and uses effective planning techniques
- Understands stakeholder expectations and how they impact the process
- Understands the culture of the Academy and seeks opportunities to review current practice
- Is aware of individual resistance to change and behaves in a supportive way towards them
- Ensures appropriate administration for governance

### **Managing Objectives**

- Reflects and evaluates own practice to recognise own strengths and weaknesses
- Manages time effectively, setting and fulfilling short term individual and operational goals
- Recognises under performance and identifies a range of solutions to enable the achievement of goals
- Recognises effective performance and individual improvement
- Contributes to planning, implementing and evaluating activities that meet the needs of individuals and small groups
- Identifies priorities, using effective delegation to ensure deadlines are met
- Contributes to the values, learning styles, management styles and ethos of the Academy and applies these in own and teams working practices
- Articulates values through expectations of staff and pupils
- Keeps up to date with trends and developments

### **Raising Standards**

- Recognise when results are not being achieved to the required level and take appropriate action
- Consider, in conjunction with wider team alternative ways of working

- Undertakes systematic observations to gather evidence or progress to support development and ongoing improvement of delivery
- Gathers and analyses data to inform planning
- Takes ownership of problems in their own area of responsibility
- Set and support achievement of challenging & measurable targets and monitors quality
- Check own and team performance against outcomes, make improvement suggestions or take corrective action

### **Customer Focus**

- Develops positive relationships and contributes to the prevention and management of challenging behaviour / promotes positive behaviour.
- Effective at drawing out information and understanding varying needs
- Contributes to planning and assessment of needs
- Observes and reports on progress
- Delivers under direction
- Takes ownership of issues, focus on providing the right solution depending on needs and abilities, keeping pupils and stakeholders up to date with progress
- Ensure that levels of service are maintained – identifying risks or concerns in order to meet pupil & stakeholder requirements
- Responsible for the safeguarding and welfare of pupils
- Has a good understanding of H&S legislation. Produces risk assessments, ensuring a safe working / learning environment

### **Communication**

- Communicates confidently using a variety of methods at different levels of ability and understanding
- Structures discussion in a logical way
- Interprets and analyses information to construct basic written reports including recommendations as appropriate
- Prepares materials for others to use
- Selects the most appropriate communication method for the topic and audience including those with complex needs
- Creates and delivers effective presentations
- Uses appropriate questioning techniques
- Actively listens and encourages open discussion
- Explains this clearly and concisely giving clear instructions

### **Impact & Influence**

- Recognises behaviour patterns and implements agreed management strategies.
- Actively supports positive interaction with colleagues and has an awareness of fairness and diversity.
- Anticipates likely responses to situations, tailoring actions to create intended impact
- Responds to questions in a clear and concise manner appropriate to the recipient and work related procedures.
- Respects the opinion of others and accepts feedback.

- Develops and participates in networks and partnerships to achieve Academy's aims and objectives.

**Team Working**

- Focuses on achieving measurable outcomes
- Encourages all group members to join in fully supporting the development & effectiveness of team to achieve results
- Recognises when standards or measurable outcomes have not been met and takes appropriate action
- Shares and utilises best practice.
- Offers support & assistance to colleagues without prompting
- Positively contributes to dialogue and supports and coaches colleagues
- Sees own team within the context of the Academy

**Qualifications & Skills**

- Part Qualified Accountant (AAT) minimum level 4
- Theoretical, practical and procedural knowledge in a specialist area.

**Signed:**

**Date:**