

## **FINANCIAL ACCOUNTANT**

The Sir John Brunner Foundation Centre (Northwich)

Grade 11 SCP 35 – SCP 40

Job Description & Person Specification

### **Job Description**

#### **Reporting to**

The Director of Finance

#### **Purpose of the role**

The Financial Accountant is responsible for ensuring accurate financial reporting, compliance with regulatory requirements, and supporting the overall financial management of The Foundation and academies. Working closely with the finance team, the Financial Accountant will contribute to the maintenance of robust financial controls, the preparation of financial statements, and the analysis of financial data to inform decision-making.

#### **Main responsibilities**

##### **Financial Reporting**

1. Assist in the preparation of monthly consolidated management accounts and annual financial statements in accordance with regulatory standards and Foundation policies.
2. Support the year-end audit process by preparing audit schedules, providing documentation, drafting financial statements and addressing auditor queries in a timely manner.
3. Ensure compliance with accounting principles, statutory regulations, and reporting requirements applicable to the education sector.

##### **Budgeting and Forecasting**

1. Collaborate with budget holders and finance colleagues to prepare annual consolidated budgets and forecasts for the academies within the Foundation.
2. Monitor budget performance, variance analysis, and financial KPIs to provide insights into financial trends and potential risks or opportunities.

3. Assist in the development of financial models and scenarios to support strategic planning and decision-making.
4. Support effective integrated curriculum financial planning at a Foundation level.

### **Financial Control & Compliance**

1. Assist in maintaining robust financial controls, policies, and procedures to safeguard assets, prevent fraud, and ensure compliance with regulatory requirements.
2. Assist in the implementation of internal audit recommendations and process improvements to enhance the financial control environment.
3. Support and ensure compliance with statutory audit requirements, including but not limited to EOYC.
4. Provide support to the Director of Finance in relation to regulatory and statutory returns, including but not limited to LBCT, Accounts Return, SRMSAT, BFR.
5. Ensure that appropriate finance systems are in place to support the Foundations financial practices.

### **Financial Analysis & Support**

1. Analyse financial data and trends to identify areas for improvement, cost-saving opportunities, and operational efficiencies.
2. Provide support to finance business partners, budget holders and senior management through the preparation of ad-hoc financial analysis as required.
3. Assist in financial decision-making processes by providing accurate and timely financial information and recommendations.
4. Provide advice and guidance to support finance business partners and budget holders regarding specialist technical support, on such as recurrent funding regulations, grants and capital funding.

### **Stakeholder Engagement & Relationships**

1. Build effective working relationships with academy finance business partners, budget holders, and other stakeholders to support the achievement of financial objectives and resolve queries.
2. Serve as a point of contact for finance-related inquiries, providing responsive and helpful support to internal and external stakeholders.
3. Participate in finance meetings, working groups, and projects as required, contributing expertise and insights to achieve departmental goals.

### **Other**

1. Putting children and young people at the centre of everything the Foundation does, and to ensure their safety and welfare of children and young people across the Foundation.
2. To identify and implement opportunities for the Foundation to operate in a more effective and efficient manner for the benefit of stakeholders.

3. To continue to build upon the positive reputation of the Sir John Brunner Foundation and its rich history to ensure its long-term success and sustainability, liaising with external stakeholders at national, regional and local levels.
4. Build effective relationships with other MATs to facilitate the sharing of expertise and best practice and working closely with those schools wishing to join The Sir John Brunner Foundation.
5. Adhere to the Foundation's policies on code of conduct, Safeguarding, H&S and Data Privacy.
6. Any other duties not specified, but are commensurate with the skills and knowledge of the post holder.

## Person Specification

	Desirable	Essential
<b>Qualification</b>		
Bachelor's degree in Finance, Accounting, Business Administration or related field		✓
Professional Qualifications (ACA, CIMA etc)		✓
Evidence of relevant and sustained CPD		✓
<b>Experience</b>		
Proven experience of financial accounting		✓
Experience of working in education, preferably in a Multi Academy Trust setting	✓	
Working across multi-site organisations.	✓	
<b>Knowledge &amp; Skills</b>		
Strong understanding of accounting principles, financial reporting standards, and regulatory requirements.		✓
Proficiency in financial software and systems (e.g. PS Financials) and advanced MS Excel skills.		✓
Exceptional analytical skills with the ability to interpret financial data, identify trends, communicate findings effectively		✓
Attention to detail and accuracy in financial reporting and analysis		✓
<b>Attributes</b>		
A credible leader who works collaboratively with the ability to motivate, inspire and develop colleagues and support a high-performance organisational culture		✓
Excellent communication, interpersonal, and stakeholder engagement skills, with the ability to build effective relationships and influence key stakeholders.		✓
Highly organised, with the ability to schedule, plan and prioritise		✓
Committed to deliver exceptional standards in all areas		✓
Professionalism, integrity and ability to maintain confidentiality		✓

Ability to inform, influence, persuade and negotiate with a variety of stakeholders.		✓
Willing and able to travel to different sites within the Foundation from time to time.		✓
Commitment to promoting diversity and inclusion in the workplace		✓