Job Title: Accounting Technician

Location: Extol Academy Trust (Eldon Grove Academy)

Salary – Band 9 – Points 25 – 28

Hours of work – 37 hours per week – Term Time Only + 5 Days

Responsible to: Operations Lead – Finance

Post Objective:

Extol Academy Trust is evolving and as part of these exciting times wishes to centralise its finance function on behalf of its 3 schools. As part of such centralisation the school is to implement its new financial system (PS Financials) from September 2016.

The post holder will assist with the management and monitoring of the financial resources on behalf of all schools within the Academy Trust. The successful applicant will provide transactional delivery and operational support in line with the Trusts financial controls and procedures.

**Main Duties**

* To be a member of the Extol Academy Trusts finance team, to provide financial, business and budgetary advice to the Extol Academy Trust academies
* To assist in the implementation of the trusts new financial software (PS Financials) which is to be implemented across 3 academies from September 2016. This will include supporting the development of elements/modules within the financial software package to meet the specific needs of the Academy Trust
* To use such financial software in order to assist the Operations Lead Finance to be able to produce accurate financial/budget management. This will include using Forward Planning software in order to help undertake future projections and forecasts for each Academy within the Trust.
* Working with the trusts Operations Lead Finance to develop and implement consistent, effective and compliant financial controls, systems and procedures within all designated Extol Trust academies. Ensuring such controls are maintained and are compliant with audit requirements at all times.
* Development of small scale systems and procedures for the use of Academy Trust staff.
* To assist the Trust Operations Lead Finance with the Trusts VAT Return.
* Produce regular reports to assist in the delivery of management accounts for informing the wider process of the annual budgetary cycle.
* When required assist in the preparation of financial returns for the EFA, Governing Body, HMRC and other central and local government agencies within statutory deadlines.
* Monitor best value for all purchases made by the trust to ensure effective use of resources.
* Support the development of the Academy through undertaking financial evaluation of new proposals projects and policies
* Input the new budget at the beginning of each financial year onto the finance system ensuring it is the budget agreed by Board/Governors.
* Assist the Operations Lead in the preparation of all procedures for the year-end audit.
* Monitor budgets on a monthly basis to identify possible overspends and report these to Operations Lead Finance and when relevant to Academy budget holders.
* Prepare and discuss relevant information and records with Internal Audit.
* To undertake responsibility for the day to day administration of the trusts financial administration including
  + To process all orders and invoices ensuring that the trust complies with the authorisation levels as prescribed in its financial controls.
  + To raise cheques and BACS transfers for approved payments to suppliers, ensuring that all payments are properly authorised and approved.
  + Use PS Financials to accurately account for the banking of all income on behalf of all academies within the trust.
  + Carry out monthly reconciliations of all purchasing card spending.
  + Raise Debtor invoices on behalf of the Trust and carry out necessary follow up procedures in accordance with debt recovery instructions.
* Assist the Operations Lead Finance with the monthly payroll reconciliation and checks.
* Assist the Operations Lead Finance with the month end and year end procedures including reconciliation of various control accounts.
* To work closely and in confidence with the Trust Operations Lead Finance to ensure that all statutory deadlines are met.
* When required, present financial information to the Trust Board/Senior Academy Trust Managers
* To assist in the Due Diligence process of new academies joining the trust and training staff on relevant functions accordingly.
* Develop a working knowledge of the Academies Financial Handbook.
* Develop a working knowledge of key employment legislation, academy accounting and financial regulations.
* To assist in the upkeep of the Trust Asset Register.
* To be proactive and work flexibly and innovatively at all times to bring new ideas in line with the long term goals of the trust.
* To undertake any other duties which might be reasonably regarded as within the responsibilities of the post.

Closing Date: Wednesday 13th July 2016

Shortlisting: Thursday 14th July 2016

Interview Date: Friday 15th July 2016

Please post applications marked to the attention of Julie Deville at the following address:

Eldon Grove Academy, Eldon Grove, Hartlepool, TS26 9LY

Alternatively please e-mail electronic versions to: [exechead@eldongroveacademy.co.uk](mailto:exechead@eldongroveacademy.co.uk)