

Job Title	Senior Accountant
Grade	Leadership 10- L13 £62202- £66919
Post	Full-time (37 hours per week) A flexible approach to working hours is required to meet the deadlines and demands of the role
Reports to	Financial Controller (FC)
Location	Chesterton Community College (travel may be required to other schools within the Trust)
Job Purpose	<ul style="list-style-type: none"> • To assist the FC in the development, and management of the Finance functions. • To deputise for the FC as and when necessary. • To promote the highest standards of business ethos • To ensure value for money and to support integrated curriculum and financial planning.
Funding	<ul style="list-style-type: none"> • Assist in the verification of General Annual Grant (GAG), Sixth Form, additional Education Skills and Funding Agency (ESFA) grants and other funding/income streams. • Assist in the prompt and accurate submission of claims for additional funding/income streams, such as School-centred Initial Teacher Training (SCITT) and Special Educational Needs (SEN) funding. • Assist in the investigation, sourcing and maximisation of income opportunities (revenue and capital), helping to liaise with funding agencies and Government to prepare bid submissions. • Monitor and report to FC on the appropriate, timely and cost-effective deployment of funds received from successful bids.
HMRC/VAT	<ul style="list-style-type: none"> • Assist in maintaining the VAT instructions and training Finance staff on the correct use of VAT indicators. • Undertake and complete monthly partial exemption calculation. • Prepare, check and submit the monthly VAT returns to HMRC
Financial Systems and Chart of Accounts	<ul style="list-style-type: none"> • Assist in the implementation and maintenance of the financial software systems to ensure that these meet the requirements of ELA, charity and regulatory authorities. • Provide advice and guidance on the financial software systems operated by ELA to Finance staff and other users, as necessary. • Assist in the development and maintenance of financial and, where necessary, non-financial systems of internal control. • Assist in the review and update of the Chart of Accounts (CoA), to ensure it meets the requirements of ELA, ESFA and the Charities Commission.
Payroll	<ul style="list-style-type: none"> • To undertake the audit of monthly payroll calculations and manage the payroll across some of the schools within the trust • Ensure that the correct payroll payments are made to employees, HMRC and pension providers. Upload to bank. • Ensure monthly reconciliation of payroll control accounts
Month End	<ul style="list-style-type: none"> • To process month-end, agreeing month-end reports and closing previous month on Sage, to include: <ul style="list-style-type: none"> ➢ Oversee the processing of monthly accruals and prepayments. ➢ Assist the FC in the preparation of the monthly management accounts, cashflow and balance sheet, advising of any significant variances or concerns.

	<ul style="list-style-type: none"> ➤ Review bank reconciliations, as necessary, to ensure that there are sufficient funds to make planned payments and update monthly cashflow projections advising FC of potential challenges.
Year End and External Audit	<ul style="list-style-type: none"> • Assist in the preparation of the Year End accounts • Liaise with external auditors and assist in the collation and submission of all documentation and data required by the external auditors for the annual audit. • Assist in the supply of information, as required, for the completion of the Trustee Report. • Assist in the Year End procedures, recording journals for asset additions, depreciation and disposals. • Assist in the completion of all returns required by the DfE and ESFA (Annual Accounts Return (AAR) and Budget Forecast Return
Regulatory	<ul style="list-style-type: none"> • Assist in the review and updating of Financial Regulations and Scheme of Delegation to reflect legislative and statutory requirements. • Assist with the annual budget preparation, as necessary. • Monitor the cost of capital projects, (Condition Improvement Fund (CIF) and Devolved Formula Capital (DFC)), bids and tenders. • Assist with the review and analysis of lease agreements. • Administer the apprenticeship levy account. • Assist in monitoring of service level agreements to ensure effectiveness of delivery and value for money. • Assist with insurance claims. • Process intercompany recharges and transfers, as required. • Administer banking arrangements, authorise BACS payments
General	<ul style="list-style-type: none"> • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with FC. • To comply with personal responsibilities, in accordance with the role, for Health & Safety in the workplace. • To ensure that all duties and services provided are in accordance with ELA <p>These responsibilities are neither exclusive nor exhaustive and the post holder may be required by the FC to undertake appropriate duties within the context of the job, skills and grade.</p>
Safeguarding	<ul style="list-style-type: none"> • All ELA staff must adhere to ELA Safeguarding and Child Protection policies and procedures including engaging in annual safeguarding training.