

## Job Description – Accounts Assistant (Brentwood Academies Trust)

<b>Job Title</b>	Accounts Assistant (Brentwood Academies Trust)
<b>Grade</b>	Scale 21 – 25 (£20,541 - £23,111 plus Outer Fringe Allowance (£597))
<b>Reports to</b>	Brentwood Academies Trust (BAT) Financial Controller
<b>Liaison with</b>	Head of Finance (BAT), Headteachers, teaching and non-teaching staff, suppliers and contractors.
<b>Hours/Weeks</b>	Full Time 37 hours/52.14 weeks
<b>Technical Support</b>	To implement all technical support, guidance and advice issued by the BAT
<b>Job Purpose</b>	<ul style="list-style-type: none"> <li>• Provide accounting support to the BAT Financial Controller (FC) and BAT Head of Finance (HoF).</li> <li>• Understand and implement the BAT financial regulations and scheme of delegation.</li> <li>• Process transactions relating to centralised processes.</li> </ul>
<b>Duties</b>	<p><b>Financial Regulations and Internal Control Procedures</b></p> <ul style="list-style-type: none"> <li>• Assist with the regular update of the Financial Regulations and Scheme of Delegation for the BAT.</li> <li>• Assist with the monitoring of all financial transactions to ensure the integrity of reported and audited data.</li> </ul> <p><b>Financial Reporting for Trust and Trust Schools</b></p> <ul style="list-style-type: none"> <li>• Assist with the completion of month end closure and to include the review of trial balance and control accounts.</li> <li>• Assist with the regular monitoring of sales ledgers and purchase ledgers to promote good cash flow and debt management.</li> <li>• Assist with the preparation of external reports and returns as required by the Department for Education (DfE).</li> <li>• Assist with the preparation of internal reports as required by Headteachers, Local Governing Bodies and Board of Directors.</li> <li>• Assist with the compilation of year end documentation and audit file.</li> <li>• Assist with the monitoring of capital projects.</li> <li>• Assist with the preparation, checking and submission of the monthly VAT returns. Process associated journals.</li> </ul> <p><b>Financial Support for Trust and Trust Schools</b></p> <ul style="list-style-type: none"> <li>• Understand and promote best value when ordering goods and services.</li> <li>• Process all transactions in a timely and efficient manner.</li> <li>• Undertake the following functions: <ul style="list-style-type: none"> <li>➤ Processing transactions – purchase and sales ledger.</li> <li>➤ Making payments – BACS/cheques.</li> <li>➤ Process charge card transactions.</li> <li>➤ Process petty cash transactions.</li> <li>➤ Reconcile bank accounts.</li> <li>➤ Undertake internal journal transfers.</li> <li>➤ Process payroll journals.</li> </ul> </li> </ul> <p><b>Other Financial Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Undertake administrative duties as required by the FC (BAT) and HoF (BAT).</li> <li>• Ensure all prime documentation is kept for six years plus current.</li> </ul>

<b>General</b>	<ul style="list-style-type: none"><li>• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.</li><li>• To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace.</li><li>• Ensure that all duties and services provided are in accordance with the trust's Equal Opportunities Policy.</li><li>• The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.</li><li>• The duties above are neither exclusive and the post holder may be required by the Headteacher to carry out appropriate duties with the context of the job, skills and grade.</li></ul>
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**Date: December 2018**