

<b>Job Title</b>	<b>Accountant</b>
<b>Responsible to</b>	Business Manager
<b>Staff Managed</b>	Finance Administrators
<b>Job Purpose</b>	The Accountant will report to the Business Manager and work closely with staff in all academic and support departments within the School, playing a critical role in the financial planning and decision making of the School.
<b>Responsibilities</b>	<p>Responsibilities will include, but are not limited to:</p> <p><u>Financial reporting</u></p> <ul style="list-style-type: none"> <li>• Preparation of monthly management accounts, including variance analysis and financial commentary.</li> <li>• Analysis of financial information to provide insights to drive business strategy and operational efficiencies.</li> <li>• Preparation of statutory accounts and liaising with external auditors during the audit process.</li> <li>• Preparation of financial reports to the Governors Finance Committee, presenting findings at the meetings</li> <li>• Preparation of reports to and liaison with the bank as required</li> </ul> <p><u>Budgeting and forecasting</u></p> <ul style="list-style-type: none"> <li>• Play a key role in the preparation of annual budgets and forecasts, working closely with departmental managers to ensure accurate and achievable budgets.</li> <li>• Prepare updated forecasts to reflect changes in the business environment.</li> <li>• Monitor budget performance and provide updates.</li> <li>• Collaborate with budget holders to understand their financial needs and support them in achieving their objectives, providing insights and recommendations.</li> <li>• Cost analysis and controls</li> <li>• Identify and implement strategies to reduce business costs and improve efficiency.</li> <li>• Assist in the identification and management of financial risks, implementing controls to mitigate them where possible.</li> </ul>

	<ul style="list-style-type: none"> <li>• Lead the financial planning and partner with the Business Manager and other senior staff to ensure effective strategic decision making.</li> <li>• Ad hoc responsibilities</li> <li>• Manage the implementation of VAT and filing of VAT returns, including developing processes for the introduction of VAT.</li> <li>• Oversee the preparation of VAT returns ensuring compliance with VAT laws and regulations. Maintain up to date knowledge with latest VAT regulations and ensure the finance team is updated regularly.</li> <li>• Complete the cash flow forecast ensuring the school has sufficient funds to meet short-term liabilities.</li> <li>• Ensure safe receipt and handling of cash, and manage the accounting and reconciliation of transactions.</li> </ul> <p><u>Administration</u></p> <ul style="list-style-type: none"> <li>• Lead the review of financial policies and procedures which are under the responsibility of the Business Manager.</li> <li>• Administer the accounts, payroll, VAT, and carry out period and year end procedures including, accruals and prepayments, bank, payroll and catering reconciliations.</li> <li>• Oversee all payroll and pension administration through the third-party provider, including assisting the Business Manager with annual returns.</li> <li>• Implement effective administrative and financial procedures, ensuring compliance with relevant financial regulations and procedures.</li> <li>• Ensure that the Contracts Register, Equipment and Asset Registers are accurate, complete and up-to-date at all times to help safeguard the school's equipment and assets.</li> <li>• Line Manage the Finance Office team</li> </ul>
<p><b>Personal Qualities</b></p>	<p>The successful candidate will possess the following attributes:</p> <ul style="list-style-type: none"> <li>• Be ACCA, ACA or CIMA qualified with financial acumen and strong relevant experience.</li> <li>• The ability to meet strict deadlines and deliver results.</li> </ul>

	<ul style="list-style-type: none"> <li>• Strong ownership and accountability along with a “can-do” attitude. Willing to contribute and take responsibility.</li> <li>• Strong analysis and problem-solving skills.</li> <li>• Excellent communication and interpersonal skills, with the ability to explain complex financial information to non-financial stakeholders.</li> <li>• Experienced in financial accounting, preferably gained within the educational sector or similar organisations.</li> <li>• Possess a good understanding of VAT and payroll regulations.</li> <li>• Excellent IT skills with experience of Sage and Engage is desirable.</li> <li>• Resilient and tenacious, able to work calmly and effectively under pressure within a complex and busy environment.</li> <li>• Experience of working in an independent school would be desirable but not essential</li> </ul>
<b>Other Conditions</b>	<p><u>Offer Conditions</u> Cundall Manor School is committed to safeguarding and promoting the welfare of children, therefore, the offer of employment is subject to the satisfactory completion of a number of background checks including but not limited to an enhanced DBS check with Children’s Barred List check, the taking up and verification of references and the verification of career history and fitness to undertake the role, as well as an online check.</p> <p><u>Health and Safety</u> Under the Health and Safety at Work Act 1974 and subsequent legislation, the school is obliged to provide you with a workplace and working conditions which so far as is reasonably practicable, are safe and without risk to health. You are required by health and safety legislation to take reasonable care for your own health and safety and for the health and safety of others.</p>
<b>Salary</b>	Dependant on experience
<b>Contract</b>	Full term, year-round