

Accounts Administrator Job Description

MAIN DUTIES/RESPONSIBILITIES

- Provide monthly management accounts for the Academy.
- Assist in the design, management and co-ordination of appropriate finance and administrative systems as required.
- Develop and maintain a relationship with the Academy's internal auditor (Responsible Officer), including termly liason for their reporting role.
- Develop and maintain relationships with the Academy's external auditors; liasing with them and providing information as required to assist them with the annual audit.
- Be responsible for carrying out the month end procedures as well as having responsibility for ensuring the regular reconciliation of the financial management system, to include completion of VAT returns, calculation of accruals and prepayments, Gift-Aid claims, payroll reconciliation, bank reconciliation etc.
- Timely provision of financial information to assist the Business Manager in quarterly reporting and annual budget preparation as necessary.
- Ensure effective financial controls are in place to comply with the DfE Academy Trust Handbook.
- Manage the Academy financial controls, accounting and monitoring systems with a critical review and offer recommendations to improve.
- Monitoring of individual budgets, alerting the Business Manager of any issues.
- Overseeing banking arrangements and prepare payment runs.
- Contribute to procurement and value for money activities.
- Identify personal training needs and participate in training and performance development as required.
- Process Sales invoices for out-of-hours club and the minibus service.
- Process purchase ledger invoices.
- Be responsible for petty cash.
- Be responsible for the financial administration of ParentPay.