



Job Description

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| Job Title: | Financial Accountant |
| Department: | Finance |
| Responsible to: | Head of Finance |
| Last reviewed: | 27 May 2022 |

Job Outline:

The Finance Department provides a complete accounting service to all areas of the School. We are responsible for ensuring that the financial needs of the school are planned for and met through setting budgets, timely reporting based on account reconciliations and other controls.

The Finance Team are expected to be proactive. We do not simply record what has happened. The information we produce is relied upon to support decision making, to ensure best use of the funds available and to conserve the funds of the Charity.

The main purpose of this role is to ensure that each account in the Nominal Ledger is reconciled regularly. This allows the reports produced to be reliable, clear and accurate records of the financial activity of the School. It is expected that the Finance Department can produce information quickly at the end of each reporting period. We must be confident that these reports can be scrutinised by internal and external stakeholders and any further information or clarification can be provided if required. This is only possible if our accounts are maintained and reconciled on a daily basis and so the Financial Accountant has a vital role to play.

Accuracy and attention to detail are key skills to succeed in this role, which involves processing large volumes of information and adhering to deadlines. It is also important to be able to build internal and external working relationships with discretion and professional courtesy. Confidentiality is assumed throughout.

Working Times

Full time

37.5 hours per week

Core working time Monday to Friday 9.00am to 5.00pm with 30 minute unpaid lunch break

The nature of a 24hr a day, 7 days per week boarding school require staff to work flexibly and as the School is used by pupils at weekends, which are also the time most parents visit the School, there may be a requirement for the job holder to work early mornings, evenings and weekends.

Line Manager

Head of Finance (Direct)

It is expected that all duties will be completed effectively, efficiently, accurately and within allocated deadlines.

Duties:

- to assist in providing a complete, efficient and accurate accounting service for the School as part of the Finance Department which may include the timely and accurate preparation of the following:
 - reconciliation of Nominal Ledger accounts
 - query resolution and input of adjustment journals as required
 - reconciliation of bank, cash and credit card accounts
 - reconciliation of Payroll accounts and input of monthly journals
 - VAT reconciliation and reporting including partial exemption rates

- preparing, processing and reconciliation of accruals and prepayments
 - maintenance of Investment Schedules
 - inter-company billing and reconciliation of intercompany accounts
 - support the preparation of Cash Flow reports
 - support month end close reporting
 - preparation of information for and support during annual audit
 - preparation of information for and support during annual budget process
- to establish effective communication and co-operation with all internal stakeholders and external suppliers
 - to complete special projects and ad hoc requests, as required
 - to assist the Head of Finance and Financial Reporting Manager when necessary

General Duties:

- to ensure that all work is supported with a transparent electronic audit trail i.e. supported by an appropriate filing system which contains clear and accurate working papers
- to approach the role in a spirit of constant improvement and development in process and output
- to comply with School policy in respect of Data Protection – in particular with regard to the confidentiality of financial information
- to assist in the smooth running of the Finance department, including supporting other members of the Finance team as and when required

It should be noted that this job description identifies the current principal duties of the post; it does not detail every task to be undertaken. The post-holder will be required to undertake any duties as required by the Line Manager, which fall within their capabilities or the requirements of the School.

Skills and Qualifications

- Experience in a similar role with high volume processing and tight deadlines (Required)
- Experience with an Industry standard accounting system (Required)
- Experience with Office and Email system (Required)
- Experience in Bank, Supplier and Nominal Ledger reconciliations (Required)
- Experience in online Bank payment processing (Desirable)
- Completed or studying for a qualification such as ACCA or AAT (Desirable)
- Excellent communication skills with all relevant client groups, both internally and externally
- Ability to understand and operate within a school environment
- Well organised with the ability to prioritise and work to deadlines whilst under pressure
- Ability to work in a way that promotes the safety and wellbeing of children and young people
- Confident, self-motivated and proactive
- Enthusiastic with the ability to learn
- Honest, polite, reliable, resourceful, flexible, punctual and committed

Whilst there is no requirement to do so, we would provide support for applicants to train for professional examinations.

Child Protection at Haileybury

In addition to their job description, the job holder should be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons who they may come into contact with whilst at Haileybury.

Health & Safety at Haileybury

Under the Health and Safety at Work etc. Act 1974 and associated legislation, colleagues at Haileybury are expected to be comply with H&S requirements at all times, including but not limited to Risk Assessments, COSHH, PPE, Manual Handling and to follow Haileybury policies/procedures. Specifically, colleagues must continuously carry out all duties in a manner, which endangers neither themselves nor others. If you consider something is unsafe or likely to cause injury or ill health, you must rectify it if safe to do so, or report it to your immediate manager or the Health and Safety Manager.

Data Protection at Haileybury

The School will comply with its obligations under the prevailing data protection legislation when processing your personal data. For further detail in this regard you should refer to the School's Data Protection Policy and the Staff Privacy Notice which can be found on the website <https://www.haileybury.com/privacy-notice>

Code of Conduct Statement

Colleagues at Haileybury are expected to work together showing respect, courtesy and helpfulness, cooperatively working with a positive ethos and culture, whatever the staff member's position may be. Each individual should try to see and appreciate what others are doing and understand that the provision that we offer our pupils can flourish only with the active assistance of all concerned.