



Ashmole Academy

JOB DESCRIPTION

JOB TITLE: Management Accountant (Finance Office)

GRADE: Salary Band 30-33

Responsible to: The Head Teacher and the Chief Finance Officer in all matters.

EMPLOYMENT DUTIES:

The job description should be considered with due regard to the Trust's staffing structure and the Trust's corporate plan.

Purpose of Job:

To support the Chief Finance Officer in the operations of the Academy's financial procedures and policies, and responsible for Trust accounting and reporting.

Duties and Responsibilities:

1. Responsible for all Academy School Transactions
2. Preparation of providing management information including the Profit & Loss Account, Balance Sheet Reports, cash flow statements with detailed analysis against budget and prior years and monthly forecasts (prepayments and accruals), for the Trust on a monthly basis
3. Preparing for year end audit (including AAR, year-end debtors, creditors, payments and receipts in advance, prepayments and accruals), for the Trust.
4. Assist with the preparation and monitoring of the budgets, updating projections as and when necessary, for the Trust.
5. Assist in the preparation and submission of all statutory returns, for the Trust, including 1 and 3 year budget forecast returns.
6. Regular monitoring of contractors including maintaining the Contracts Register.
7. Regular monitoring of leases including maintaining the Leases Register.
8. Regular monitoring and maintaining of Fixed Asset Register in accordance with the Trust Fixed Asset Policy
9. Oversee/check the preparation of cash and cheque deposits for collection.
10. Supervising the Finance Clerical Assistant with transactional work and journal entries.
11. Administration of Bank accounts and preparation of reconciliations.
12. FSM - check eligibility of students who apply for free school meals. Send out reminders and update catering database accordingly.
13. Assist in the provision of financial information to support Governors and Governor meetings, for the

Academy.

14. Contribute to procurement and value for money activities.
15. Preparation of pupil premium spend analyses.
16. To safeguard and promote the welfare of children.

This Job Description is not rigid or exclusive and may be adjusted at any time with the agreement of the Head Teacher to meet the needs of the Trust.