**THE LEATHERSELLERS’ FEDERATION OF SCHOOLS**

**Federation Apprentice Accountant: JOB DESCRIPTION**

**Salary:** Apprentice Rate

**Line of responsibility**

The Federation Apprentice Accountant will report to the Finance Operations Manager

**Working time:** 35 hours, 52 weeks a year

**Job purpose**

To provide support and assistance within the finance team.

To work closely with the school Finance Officers on the finance systems.

**Job specification**

**Management Reporting**

Will be assisting with preparation of monthly, quarterly and annual management reporting including the following;

* monthly budget monitoring reports for each school and consolidated federation report
* variance analysis and commentary for discussion with DF&O and Finance Operations Manager
* attend monthly budget monitoring meetings and track issues and their resolution before the next monthly meeting
* other analysis and reports including LA/ESFA returns and cash flow forecasts as required
* department budget monitoring reports for specific budget holders within the schools

**Budgeting and Forecasting**

To be involved with setting the annual budget and updates throughout the year and including:

* update of the annual budget planning timetable
* assist with data entry as directed by the Finance Operations Manager and Headteachers into the budget system
* update, as directed by the Finance Operations Manager, the latest forecast or expected full year position
* assist with data entry for school budgets returns to Local Authority School Finance

**Financial Reporting**

Will provide assistance with and

* support the Finance Operations Manager in the preparation of benchmarking data
* collate financial information in reports and gather related statistics
* assist with month end VAT return, bank reconciliation, inter-school balance reconciliation and the school balance sheet

**Financial Operations**

Provide systems and process support to the Finance team:

* undertake finance process reviews and make recommendations for improvement
* check whether internal controls are operating effectively, in particular for financial reporting processes
* write updates for finance manual
* act as a point of contact for Local Authority internal audit
* build relationships with external services and providers (e.g. ESFA, Schools Finance, SEND team)

**Federation Assistant Accountant: – Person Specification**

**Qualifications / Training**

* Degree qualification or equivalent or demonstrable relevant professional experience
* Minimum 5 GCSE’s including English and mathematics

**Knowledge**

* Processes involved in the review and reporting of budgets
* Financial procedures preparation and implementation
* GDPR / data protection and privacy regulations

**Experience**

* Microsoft Excel analysis tools and accounting software
* Developing management information reporting tools

**Skills**

* Numerate
* Literate and ability to communicate
* Work with a flexible, proactive and adaptable approach
* Is organised and can prioritise workload
* Will maintain confidentiality
* Undertake work unsupervised and on own initiative

**Personal Qualities**

* An effective team worker who is able to work with a range of individuals across the school
* Maintains a positive and proactive attitude to problem solving during a period of change
* Demonstrates resilience, motivation and commitment to continually improving standards
* Acts as a role model to staff and students
* Committed to the safeguarding and welfare of students
* Willingness to undertake training and career development

**Circumstances**

* Ability to work in a flexible manner to meet the needs of the schools