



The Athelstan Trust

Job Title: Trust Accounting Technician

Responsible to: Financial Officer

Pay range: Scale Point 17 - 20

Purpose of Job

- The Trust Accounting Technician is a key role directly supporting the CFO, Management Accountants, and finance staff to ensure effective and efficient delivery of a professional financial service.
- Assisting with the completion of month end procedures to ensure smooth production of timely monthly management accounts for the Trust.

Key Objectives

- Undertake key elements of financial administration, including preparing reconciliations and posting journals to the accounting software.
- Support the Management Accountants with preparation of monthly financial reports. statutory financial returns.
- Support the Management Accountants with preparation of statutory financial information.
- Ensure all transactions are processed on the Trust's accounting software in a timely and accurate manner.
- Ensure all financial reconciliations are undertaken in a timely manner.
- Support and encourage the Trust's ethos and its objectives, policies and procedures.
- Provide guidance, training and support to staff on financial matters as required.
- Ensure full awareness of changes in financial regulations and undertaking any necessary training to ensure that the best financial practices are followed, and compliance maintained.

Main duties and responsibilities

Financial Management

- In conjunction with the CFO and designated finance staff, ensure the efficient day-to-day management of the Trust's Finance function.
- Assist with the Trust's purchasing procedures, preparing, and checking payment runs to suppliers.
- Assist the Management Accountants to ensure all bank accounts including investment accounts, petty cash travel cards and credit cards, are reconciled on a regular basis.
- In conjunction with the finance staff ensure the prompt and accurate payment of all supplier invoices.
- Responsible for raising sales invoices across the schools, following up their prompt payment.
- Responsible for posting income collected through ParentPay to the accounting software, ensuring it is coded correctly and recorded in a timely manner.
- Complete month end processes and post journals to the Trust's accounting software as required.
- Determine prepayments and accruals on a monthly basis and ensure they are accurately recorded in the accounting software.

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Caring, Collaborative and Excellent



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- Assist with control account reconciliations, including debtors and creditors control, regularly reviewing outstanding balances and chasing prompt settlements.
- Ensure that the academies remain compliant with VAT requirements, including completion and submission of VAT returns in line with HMRC guidelines.
- Maintain a comprehensive fixed asset register, reconciling to the physical asset and financial records.
- Oversee and ensure school trips financial arrangements are in order and reconciled.
- Carry out returns and claims to external bodies including the Education & Skills Funding Agency, HMRC, etc. under the guidance of the CFO.
- Be familiar with current best practices including use of systems and software that lead to greater efficiency and make recommendations to the CFO to ensure continuous improvement with the Finance department.
- Assist in the co-ordination of internal and external financial audits.
- Assist in the preparation and audit of the Trust's annual accounts.
- Assist schools with queries relating to accounting software, maintaining and overseeing the software, developing best practices and providing training where needed.
- Assist schools by providing cover for finance staff absences, at the request of the CFO.

Compliance

- Ensure compliance with data protection regulations.
- Ensure that all financial systems and processes across the schools are carried out in accordance with the Academies Financial Handbook and Trust's financial policies, ensuring the Trust's Finance Manual is updated as necessary in line with the Academies Financial Handbook and best practice under the guidance of the CFO.

General

- Keep up to date with developments and changes in associated legislation and guidance and communicate information to colleagues across the Trust as appropriate.
- Seek, consider, and act upon professional support and advice as required.
- Promote the Trust's vision and values.
- To participate in your own professional development activities and performance management activities, as required.
- To attend meetings at the central Trust office as required.
- To attend Trustees and LGB meetings as required.
- Carry out any such duties as may be reasonably required by the Trust.

CONDITIONS OF EMPLOYMENT

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).
- The postholder is required to support and encourage the Trust's ethos and its objectives, policies and procedures as agreed by the Board of Trustees.
- To ensure confidentiality appropriate to working in a school/business environment and to adhere to all policies.
- To uphold the Trust's policy in respect of child protection matters.
- The postholder shall be subject to all relevant statutory and institutional requirements.

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- The postholder may be required to perform any other reasonable tasks after consultation.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the postholder.
- All staff participate in the school's performance management/appraisal scheme.
- The postholder will be required to travel between all schools within the Trust.