

**Job Description:** Business Accountant (Central Team)  
**Pay Scale:** PO2  
**Responsible to:** CFO/COO



## Purpose of post

- To ensure the accounts and management information are relevant and produced on a timely and accurate basis
- To effectively assist the CEO, the CFO, the Board, Heads and School Finance Officers regarding financial management across the Trust
- To provide insight to Trust Senior Management on current and future financial performance.
- To provide financial analysis and support for the Trust decision making processes
- To maximise income generation opportunities across the Trust
- To be an ambassador for the school when meeting parents and other visitors and to act as a first

## Key Responsibilities

### Financial management

- Support the preparation of monthly management accounts and circulating them to the Chair of the Trust Board /Chair of the Finance and Audit Committee including a commentary on performance and highlighting key issues.
- Supporting the writing of the Annual Report and preparing the consolidated financial statements in the statutory format specified by the ESFA, Companies Acts and Charity Commission for auditing by the external auditors.
- Working with the CFO to maintain a strategic financial plan including a 3-year budget plan for the organisation.
- Supporting financial due diligence process for joining schools
- Working with the CFO to assist the Heads in setting and managing their school's budgets thereby enabling schools to deliver the curriculum in a cost-effective manner.
- Working with the CFO to set the Central Team budget.
- Providing support and guidance to any staff in individual schools with financial responsibility.
- Attending relevant meetings and training as required to ensure broader financial aspects of key decisions are fully considered and communicated.
- Support the CFO to collate all relevant documents and reports need for the internal and external audit reviews.

### Income generation/ expense control

- Providing benchmarking information to be used by the Heads when preparing their budgets.
- Researching, leading and advising the CFO and Heads on additional funding, revenue/ income opportunities and additional business opportunities
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## Governance

- Advising the CEO and Trust Board if fraudulent activities are suspected or uncovered.
- Reviewing Trust policies, processes and procedures to ensure compliance with various external regulations including filing deadlines regarding VAT, PAYE, ESFA, DfE, HMRC, Charity Commission and the Companies Act
- Helping develop and maintain the Internal Controls Manual that sets out Attigo's operational procedures, combining best practice with the latest Accounts Directions issued by the ESFA
- Preparing KPI information to be submitted to Trust Board.
- Ensuring all forms and returns required by the ESFA and the Trust Board are prepared and submitted in the formats specified and filed by the relevant filing deadline
- Liaising with the external regulators such as the ESFA/DfE, Charity Commission, Companies House, external auditors and internal auditors
- Co-operating with, initiating and managing audit processes and procedures
- Supporting in maintaining the financial aspects of the Risk Register

## All staff will:

- Promote equality of opportunity
- Follow safeguarding guidelines and child protection policy/procedures
- Keep their own performance under review, contributing to monitoring, evaluation and review and participate in performance management/appraisal
- Promote positive attitudes and behaviour
- Be committed to achieving the Trust values
- Promote the Trust in the community
- Work in partnership with all colleagues including the Trust Board/ Local Governing Boards
- Adhere to the Trust Code of Conduct
- Ensure that the duties of the post are undertaken with due regard of the Trust's policies and to their personal responsibilities under the provision of the Health and Safety at Work Act 1974 and all other relevant subordinate legislation
- Celebrate success of pupils and staff

## Other Responsibilities

In addition, to undertake such duties of a similar nature as may be reasonably directed by the Leadership Team from time to time. The duties and responsibilities of the post may vary from time to time according to the changing needs of the school.

The post holder may be required to work in any offices/schools/nurseries within Attigo, as directed by the CFO.

*All schools in Enfield are committed to safeguarding and promoting the welfare of children and young people. Therefore, all employees working at this school are expected to share this commitment.*