



Highclare School

Accountant (part-time)

Job Description

Job Purpose

To support the Business Manager and be responsible for efficient and accurate preparation and presentation of financial records and management information.

The ability to work on a flexible basis is a priority.

Duties and Responsibilities

1. Prepare Statutory Financial Statements, including profit and loss and balance sheet accounts
2. Produce termly management accounts
3. Produce quarterly VAT returns
4. Compile accruals and prepayment schedules
5. Produce annual cash flow forecast and update monthly
6. Reconcile all accounts in FMS ensuring completion of journals and adequate record keeping by responsible team members
7. Assist with the production of annual budgets
8. Complete and reconcile monthly bank reconciliations
9. Reconcile payroll accounts and carryout journal input as required
10. Carry out month end and year end processes in SIMS and FMS
11. Maintain deposits spreadsheet
12. Maintain school asset register
13. Assist with producing financial commentaries as required
14. Attend and present at Finance Committee meetings as required
15. Monitor and evaluate financial information systems and make recommendations for improvements
16. Provide guidance on the implementation of corporate governance procedures, risk management and internal controls.
17. To adhere to the ethos of the school
 - a. To promote the agreed vision and aims of the school
 - b. To set an example of personal integrity and professionalism
 - c. Attendance at appropriate staff meetings, INSET and staff training days.
18. To carry out any other duties commensurate with the grade in order to ensure the smooth running of the school.

This list is intended to be as comprehensive as possible, but is not exhaustive.

Highclare School is committed to safeguarding and promoting the welfare of its pupils.

There is a legal requirement to provide satisfactory replies to List 99 enquiries which are obtained in the form of an Enhanced Disclosure from the Disclosure and Barring Service.



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Accountant (part-time) Person Specification

Essential Skills Required

- Qualified or Part Qualified Accountant
- Proficient in the use of Microsoft Office packages, and specifically Excel spreadsheets and databases
- Flexibility in working pattern
- Previous experience in a similar finance role
- Attention to detail, accuracy and completing all tasks to a high standard
- Ability to work calmly under pressure and to strict deadlines

Desirable skills

- Experience of working for a charity
- Experience of working in a school
- Experience of using SIMS FMS accounting systems