

Thames Learning Trust

Assistant Financial Controller Budgeting and Accounting

Responsible to: Finance Controller

Salary Level 8

Hours Full-Time

Main purpose of the job

To provide accurate budget monitoring and day to day accounting information across the Trust to the Finance Controller, budget holders, Principal Finance Officer, and Director of Finance. To deputise when requested, provide operational support to the Financial Controller and guidance to the transactional function of the Finance team. To support the Principal Finance Officer at year end and to adhere to the Trust's finance manual, process and procedures.

Main Purpose of the Job

- Assist with budget monitoring and operating of Trust accounting data
- To deputise for the Financial Controller when required
- Budget monitoring across all schools within the Trust ensuring the schools use their funding wisely and continue to gain value for money (vfm)
- Ensure the transactional accounts of the Trust are accurate and in a fit and proper state for the Director of Finance, Internal Scrutiny Process and year end External Audit
- Ensure the finance ledger is accurate on a daily basis during the academic year
- Overseeing accurate processing of invoices by the transactional team, as directed by the Finance Controller
- Prepare and distribute the departmental/cost centre/budget holders reports as frequently as requested by the Financial Controller and Director of Finance
- Adhere to the Finance office month end deadlines and task list
- Prepare VAT monthly returns in readiness for the authorisation by the Finance Controller
- Carry out routine invoicing for school lettings and financial management of the Trust's Charge cards
- To quarterly update the Fixed Asset register across all schools in the Trust to meet budget monitoring and the year end requirements
- Monitor the use of asset and make recommendations on value for money
- Committed to new skills development and CPD
- To carry out any other duties as requested by the Finance Controller, Principal Finance Officer and Finance Director

Essential Skills

- Professional Financial Qualification and proven experience with appropriate track record
- Expertise in financial and budget management, monitoring and reporting
- Experience of performing control account reconciliations and bank reconciliations

- Good knowledge of accounting procedures, financial systems and processes
- Strong attention to detail and able to produce work with a high level of accuracy
- The ability and capacity to oversee a wide range of activities with competing deadlines
- Excellent communication, including written skills
- Excellent IT skills
- Excellent organisational skills
- Ability to work as a member of a team
- Ability to show sensitivity and objectivity with confidential issues
- Flexible attitude

Desirable Skills

- To have worked centrally across an Education Trust
- Working knowledge and experience of SAGE finance packages
- Ability to work on own initiative without detailed direction

Other

- Duties may be subject to change in order to meet the operations of the Trust

Confidentiality

During the course of employment, you may see, hear or have access to, information on matters of a confidential nature relating to the work of Thames Learning Trust. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

Safeguarding Children and Health & Safety

Thames Learning Trust is committed to adhering to the DFE guidance "Keeping Children Safe in Education". It is the individual's responsibility to promote and safeguard the welfare of children and young people across the Trust. Satisfactory enhanced DBS clearance is required for this post. You are required to comply with the school's Health and Safety policy at all times.