

### School Accountant Outline:

To support the Head of Finance in ensuring up to date and accurate records on the Mount St Mary's general ledger and act as the Mount Conferences Limited Accountant whilst helping to embed a professional, cost effective and highly functioning Finance facility that supports the School's leadership teams in the achievement of the overall business objectives.

### Key Competencies:

- |                                       |                         |
|---------------------------------------|-------------------------|
| • Organisation                        | • Analysis and planning |
| • Administrative Skills               | • Resilience            |
| • Personal competencies (soft skills) | • Problem solving       |

### Key Responsibilities / Accountabilities:

- Oversee the accounting for all Mount Conferences Limited transactions including VAT return, preparation and submission to HMRC. This includes bank reconciliations, accounting for all sales invoicing/billing, purchase invoices and general ledger update, to enable production of monthly management accounts,
- Preparation of all inter-company recharges, ensuring inter-company balances are reconciled on a monthly basis, including those for catering, bussing transfers etc,
- Preparation of all cash book transactions and reconciliations for the Mount Conferences Limited bank account,
- Provide monthly petty cash counts reconciliations to PASS.
- Provide movement flow analysis reporting on a monthly basis for use by the Head of Finance in monthly management reports,
- Provide short term cash flow projection considering current balance and outgoings over the forth coming weeks and a daily analysis of fee receipts
- Provide credit card administration through clear-view
- Provide reports as and when required to key Budget Holders so they have timely information on which to assess spend to date of their departmental areas, reviewing of cost codes against budgets, highlighting to Budget Holders any foreseen overspends in advance, deal with investigating Budget Holders' queries, posting correcting entries where applicable and reporting to the Head of Finance any issues of concern,
- Provide support on ad hoc financial reporting to the Head of Finance,
- Be the main point of contact with the bank line and create/set up electronic payments under the authorisation of the Head of Finance/Bursar, dealing with any changes with authorised personnel,
- Update on a monthly basis the fixed asset register on a line by line basis for each asset, including monthly depreciation, schedule of additions and disposals by category in line with Auditor requirements,
- Prepare monthly and year end prepayments and accruals, building up a rolling schedule for year end balances. Accruals work should involve review and inclusion of purchase orders not yet invoiced,
- Reconcile monthly nominal accounts in respect of balances for payroll/pensions and the charge per payroll records to the expenditure per the nominal ledger, investigating differences. This would include posting of payroll journals and corresponding with HR/Pay/Benefits on monthly fluctuations in nominal postings,

- Review the suspense accounts monthly and ensure balances are investigated and cleared on a timely basis,
- Support the Head of Finance with preparation of audit working papers and lead schedules to support year-end balance sheet reconciliations for review by the Head of Finance and for use by the Auditors for both Mount St Mary's and Mount Conferences Limited,
- If required, in the absence of the Head of Finance, attend any important Finance meetings reporting back to the Head of Finance where necessary,
- Account for all School Trips and events on the accounting system, ensuring transactions are appropriately analysed. Monitor and review all trip codes to ensure that all expenditure is recovered and investigate any foreseen deficits with the Trip Organiser. Assist in the collection of monies on trips via the billing process or via payments,
- Produce the general ledger accounting journals where necessary on the accounting system as approved by the Head of Finance,
- Provide support for the Purchase Ledger staff including advising of when payments should occur, assisting with dealing with queries and checking/coding of invoices where required,
- Check daily incoming mail opened by the Finance Officer noting any general ledger adjustments required for example prepayments/accruals before handing back to the Finance Officer for distribution,
- Any other duty which may be required of this role within a busy Finance Office and an environment subject to rapid change,
- As the Business changes, the duties within this job description will need to be reviewed periodically to ensure it is in line with the changing needs of the Business.
- Checking and then processing weekly BACS runs through PASS and PTX
- Receive, process and reconcile receipts made through the company shop
- To provide support and administration for SCOPAY (trip payment system)
- Monitor and hold the use of a company credit card
- Nursery Billing process (shared with billing officer)

**Management of resources:**

- Maintain, monitor and control the Finance team's allocated budget and purchasing arrangements, to ensure the efficient and effective use of all resources.
- Identify future resourcing needs for consideration in the college budget planning process.

Attitudes and Qualities:	Skills and Knowledge:
<ul style="list-style-type: none"> <li>• Committed individual with an interest in Jesuit education</li> <li>• Positive and flexible approach to working with others</li> <li>• Ability to take initiative</li> <li>• Self-motivation and imagination</li> <li>• Strong sense of responsibility</li> <li>• Resilient individual</li> </ul>	<ul style="list-style-type: none"> <li>• Safeguarding within a school setting</li> <li>• Strong organisational skills</li> <li>• Communication</li> <li>• Administration skills</li> <li>• IT literate</li> <li>• School policies</li> </ul>

This list is not exhaustive and additional responsibilities may be assigned which are reasonable in order to deliver aims of the School. This document will be reviewed periodically and is subject to modifications where appropriate.