



## Job Description

<b>Job Title:</b>	<b>Financial Accountant</b>
<b>Department:</b>	<b>Finance</b>
<b>Responsible to:</b>	<b>Finance Manager</b>
<b>Last reviewed:</b>	<b>December 2024</b>

### Job Outline

The Finance Department provides a complete accounting service to all areas of the School. They are responsible for ensuring that the financial needs of the School are planned for and met through setting budgets, timely reporting based on account reconciliations and other controls.

The main purpose of this role is to ensure that each account in the nominal ledger is reconciled regularly. This allows reports to be reliable, clear and accurate records of the financial activity of the School.

It is expected that the Finance Department produce information quickly at the end of each reporting period and must be confident in its accuracy. These reports can be scrutinised by internal and external stakeholders and any further information or clarification should be provided in a timely manner, as required. This is only possible if accounts are maintained and reconciled on a daily basis and so the Financial Accountant has a vital role to play.

Accuracy and attention to detail are key skills to succeed. The post-holder will be required to process large volumes of information and adhere to strict deadlines. It is also important to be able to build internal and external working relationships with discretion and professional courtesy. Confidentiality is essential throughout.

### Purpose

The purpose of this job description is to set out the current principal duties of the post. It does not detail every individual task, and employees are required to undertake such tasks and duties as are allocated to them from time to time in accordance with the role. This job description will be reviewed annually as part of the School's annual performance review process.

### Key Responsibilities

Assist in providing a complete, efficient and accurate accounting service for the School as part of the Finance Department which may include the timely and accurate preparation of the following:

- reconciliation of nominal ledger accounts
- query resolution and input of adjustment journals as required
- reconciliation of Payroll accounts and input of monthly journals

- VAT reconciliation and reporting including partial exemption rates
- preparing, processing and reconciliation of accruals and prepayments
- inter-company billing and reconciliation of intercompany accounts
- support the preparation of Cash Flow reports
- support month end close reporting
- preparation of information for and support during annual audit
- preparation of information for and support during annual budget process
- accounting for Easter and Summer Schools, tracking payment receipts, chasing debt, reconciling between course management system and main accounts package
- Office for national statistics surveys
- stock reconciliations and count processing

### **General Responsibilities**

- Establish effective communication and co-operation with all internal stakeholders and external suppliers
- Ensure that all work is supported with a transparent electronic audit trail i.e., supported by an appropriate filing system which contains clear and accurate working papers
- Assist in the smooth running of the Finance department, including supporting other members of the Finance team as and when required

### **Other Requirements**

#### *Safeguarding and Child Protection*

All employees must be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons with whom they may come into contact whilst at Haileybury. Employees must comply with the School's Safeguarding and Child Protection Policy and must be familiar with how to raise any safeguarding or child protection concerns.

#### *Health and Safety*

In accordance with the Health and Safety at Work etc. Act 1974 and associated legislation, all employees must comply with relevant health and safety procedures and guidance at all times. They must be familiar with, and assist the School in the implementation of, its Health and Safety Policy which is available on the School Portal.

Employees must also adhere to any requirements arising from, or relating to, any relevant risk assessments, Control of Substances Hazardous to Health (COSHH), PPE, and manual handling. Specifically, employees must carry out all duties in a manner which does not endanger themselves or others.

#### *Equality, Diversity and Inclusion*

Employees must comply with the School's equality, diversity and inclusion policies and practices in force from time to time and must carry out their duties in a manner which does not discriminate against any person on the grounds of any protected characteristic.

### *Code of Conduct*

Employees at Haileybury are expected to work together cooperatively showing respect, courtesy and helpfulness to others at all times. Employees should work to actively support and promote the School's positive ethos and culture, and must act in accordance with the School's Staff Code of Conduct.

### *Data Protection*

All employees must comply with the School's Data Protection Policy, and must carry out their duties in a manner which is consistent with this policy and data protection legislation generally.

## Financial Accountant

### Person Specification

	Essential	Desirable
<b>Qualifications</b>		
Good level of education, minimum A Level (or equivalent)	✓	
Completed or studying for a qualification such as ACCA or AAT		✓
<b>Knowledge, Skills and Experience</b>		
Experience in a similar role with high volume processing and tight deadlines	✓	
Experience with an Industry standard accounting system	✓	
Experience in Bank, Supplier and Nominal Ledger reconciliations	✓	
Experience in online Bank payment processing		✓
Experience within a School environment		✓
<b>Personal Attributes</b>		
Excellent communication skills with all relevant client groups, both internally and externally	✓	
Highly organised with the ability to prioritise and work to deadlines whilst under pressure	✓	
Confident, self-motivated and proactive	✓	
Punctual and committed	✓	
Honest and reliable	✓	