

Job Description

Job Title: Systems and Asset Accountant

Grade: P03

Department: Finance

Responsible to: Director of Finance - Operations

Line Management: Co-ordination of local finance personnel

Location: Based at Head Office

Main Purpose of Job:

To oversee the finance systems within the organisation and to oversee the asset and inventory function.

Summary of Duties and Responsibilities:

Finance System (including purchase ordering system)

1. To fully understand and provide system support and guidance to the academies, college and shared services on the use and operation of the finance systems.
2. To be responsible for the set-up and ongoing maintenance of the finance system in line with budgetary profiling and line management across the organisation.
3. To ensure the workflow is in alignment with the Finance Regulations.
4. To make regular visits to the Academies, college centres and shared services and to carry out any training where necessary to ensure the smooth running of the web portal and finance system.
5. If required, update specific financial operational procedures and ensure that these are strictly adhered to by all staff or make recommendations to changes in the finance regulations to make the work flow more efficient.
6. Ensure all finance records within the system are maintained as per Finance Regulations, carry out monthly spot checks on the "workflow" to confirm.
7. To maintain the Resource database, including access levels and password resets for employees across the group.

Cash System

8. To ensure that there is an electronic payment system set up and maintained at all schools. Ensure that they are run efficiently and debts fully recovered by schools. Carry out monthly checks in conjunction with the Management Accountants.

Capital Projects

9. To Collate CIF bids and any other major projects and to keep a log and monitor the actuals against budget on a monthly basis and submitting returns to required deadlines.
10. To maintain the monthly capex reports and ensure it reconciles to the nominal.
11. To work closely with facilities to help develop a long-term capital replacement rolling programme and financial forecasting model to support the estates strategy and facilities management cycle.

Fixed Assets

12. To ensure the Parago system is maintained and updated regularly across the family, carry out any training required to enable the schools to continually log and monitor their assets and inventory.
13. To deliver guidance and training on system specific matters to managers and staff in the academies relating to assets, as required.
14. Prepare any ad hoc financial reports as required.
15. Responsible for coordinating the safeguarding of assets across the trust and to coordinate an annual full asset count across the Trust
16. Responsible for overseeing and coordinating the process for safeguarding the inventory across the trust, including small valuable items.
17. To be responsible for overseeing and coordinating the process of asset tagging across the Trust.
18. To support the Director of Finance in the administration and set up of the correct level of insurance
19. To work closely with facilities particularly around disposals and transfer and loaning of assets and to ensure that they are correctly recorded within the asset system.
20. To look at the possibility of a recycling centre across the trust or sale of assets.

General

21. To maintain information in a confidential manner, following data protection regulations.
22. To alert the Finance Directors to any amendments required to ensure that financial regulations are being adhered to and any financial risks identified and reported effectively.
23. To undertake CPD and update own skills and knowledge.
24. To carry out all duties in accordance with OHC&AT policies, including the Equality and Diversity Policy, safeguarding policies and Health and Safety Policy
25. To carry out other such similar duties that may be reasonably required.

Other Duties

26. Carry out adhoc financial investigations and duties including stocktake and recharges to other organisations.
27. To comply at all times with the requirements of the Health and Safety regulations and to take responsibility for the health and safety and welfare of others in the working environment.
28. Adhere to and contribute to the College's Equality and Diversity Policy
29. Share administration with the Finance Admin Assistants if required, including answering telephones and opening post.