

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Assistant Financial Accountant</b>
<b>Type:</b>	<b>Temporary 6-9 months</b>
<b>Grade:</b>	<b>PO2 £39,943 - £42,836</b>
<b>Reporting to:</b>	<b>Financial Accountant</b>
<b>Line Managing Responsibilities:</b>	<b>None</b>
<b>Working with:</b>	<b>Finance Officers Finance Assistants External advisers such as Auditors</b>

### **General Purpose of the Job:**

To support the Financial Accountant in the production of all statutory financial reports and information required by external agencies, the statutory audit process and collation of high-quality information for use by the Finance Director, Chief Financial Officer, Executive Leadership Team, and other internal/external stakeholders.

### **Main responsibilities:**

1. Prepare the monthly group VAT return ready to be reviewed by the Financial Accountant and submit it to HMRC on time.
2. Manage the monthly internal allocation of VAT reimbursement.
3. Support requisitioners and the purchase ledger team in identifying VAT reliefs that the College is eligible for, and contacting suppliers where necessary to obtain VAT reliefs.
4. Perform daily accounting tasks, including journal entries, bank reconciliations, and month-end close procedures; maintain accurate and up-to-date records of financial transactions.
5. Reconcile accounts payable/receivable to GLs; collaborate with PL/SL teams to resolve accounting discrepancies and ensure proper financial controls.
6. Perform other balance sheet reconciliations, such as intercompany transactions, VAT and other control accounts; detail any differences in the reconciliation workbook and report any unexplainable discrepancies to the Financial Accountant.
7. Assist with the preparation of the annual statutory accounts as directed, ensuring auditors are provided with all supporting information.
8. Assist in the preparation of academies accounts return (AAR), school resource management self-assessment (SRMSA), the College's annual return to Charity Commission, ONS surveys and other returns required by external bodies.
9. Collect the connected persons declarations by staff members, and declarations of interests from Governors, Trustees and Members to identify and report related party transactions or conflicts of interests.

10. Oversee the related party invoicing between OHCAT and OHC to ensure the records on both entities' SL/PL are matching.

**Other responsibilities:**

1. Undertake agreed project work for OHC&AT as directed by the Financial Accountant or by any Senior Post Holder.
2. Work closely with the central finance team and local based finance teams where appropriate to ensure the quality of information presented.
3. Keep up to date with the accounting and financial regulations (FRS102, SORP, MAT Handbook, HMRC rules) and notify the Financial Accountant if there are any instances where they are not being adhered to, or any financial risks identified.
4. Maintain information in a confidential manner and compliant with GDPR.
5. Carry out all duties in accordance with OHC&AT policies, including the Equality and Diversity, Safeguarding, Health and Safety etc.
6. Undertake CPD and update own skills and knowledge.

## Person Specification

### Qualifications and Skills:

#### Essential:

1. Previous experience in a similar role
2. Strong understanding of accounting principles and practices
3. Ability to interpret financial information from financial systems
4. Able to perform standard mathematical functions accurately and neatly
5. Proficiency in Microsoft Excel and accounting software
6. Excellent analytical and problem-solving skills
7. Ability to work independently and as part of a team, with strong attention to detail
8. Effective communication skills, both written and verbal
9. Strong organisational and time management skills
10. Proactive attitude and willingness to take on new challenges
11. Recognition of importance of confidentiality and discretion in relation to all aspects of the role
12. A strong commitment to equality and inclusion through principles practice and outcomes

#### Desirable:

1. Bachelor's degree in accounting, finance, or related field
2. Professional accounting qualification (e.g., ACCA, CIMA), part qualified or qualified by experience
3. Experience with financial analysis and forecasting
4. Familiarity with regulatory compliance requirements (e.g., FRS102, SORP).
5. Experience in project accounting
6. Experience of working within the education sector

This job description and person specification outline the key responsibilities, qualifications, and skills required for the Assistant Financial Accountant position. Candidates who meet these criteria and demonstrate a commitment to excellence in financial accounting are encouraged to apply.