



Financial Accountant	
Reporting to:	Finance Manager
Working Hours:	Full time (37.5 hours per week) Permanent
Position Code:	£32 360 – £37 506
Salary:	PC M1 First Level Manager (scale point 28 to 36)
Annual Leave:	26 electable days, 8 bank holidays and up to 5 efficiency closure days at Christmas

Job Purpose

To provide a financial accounting service that supports the effective and efficient management of financial resources, within statutory and regulatory guidelines. To work within the Finance team supporting accurate and timely processing of financial transactions and processes, and fulfilling internal/external reporting requirements.

Duties and responsibilities of the job

1. Main Duties

a. Lead on all financial accounting including statutory accounts and audit, working closely with the Finance Manager and Finance Director.
b. Responsible for taxation; including submitting returns, corporation tax, excise duty and VAT.
c. Responsible for maintaining the fixed asset register, and capitalisation, depreciation and disposal of assets.
d. Responsible for bank reconciliations and coordination of month end and year end balance sheet reconciliations.
e. Assist in the preparation of the annual financial statements, including year end journals, preparation of reconciliations and schedules, providing information and evidence to the external audit team.
f. Preparation of organisational budgets and forecasts for capital expenditure, deferred capital grants and depreciation.
g. Preparing the payroll BACS payment and payroll liability payments (PAYE and pensions), and reviewing and posting the monthly payroll journals, for both the College and One Garden Brighton Ltd, from the reports provided by the Payroll Coordinator.

h. Develop and deliver training to improve financial skills across the College including presentations, online tools, written guides and face-to-face training.
i. Carry out additional duties and tasks that may be required within the range of responsibilities of the post.

2. Quality Improvement

a. Work as a member of the Finance team and attend team meetings to share information and good practice and to plan and implement improvements.
b. Be accountable for contributing to departmental key performance indicators (KPI's) and their improvement.
c. Contribute to the Finance section of the College Operational Development plan.
d. Contribute to the Quality Improvement Plan (QIP), Self Assessment Review (SAR) and Service Level Agreement (SLA) of the Finance Department.
e. Identify improvements to processes and policy.

3. Continuous Professional Development

a. Train towards a recognised accounting qualification and undertake the CPD required by the relevant professional body.
b. Complete all mandatory training as required in line with college expectations and those identified by the Finance Manager and Finance Director.
c. Actively participate in the college performance management processes, including appraisals to support personal and professional development.

4. Other responsibilities and duties

a. Support the Finance team with general duties.
b. Contribute to, and support delivery of the College's strategic plan.
c. Contribute to achieving the outcomes of the Finance strategic aim in the College Operational Development Plan.
d. Work with other associated departments as required.
e. Ensure all safeguarding policies and procedures are followed.
f. Participate in Open Days and information events to give Finance and Bursary information.
g. Comply with the code of ethics for the relevant professional body, and the five fundamental principles of ethics for professional accountants (integrity, objectivity, professional competence, confidentiality, professional behaviour).

Qualifications / Skills / Knowledge / Qualities

At Plumpton College we are:

- Ambitious and Progressive
- Enterprising
- Professional
- Passionate about everything we do
- Supportive

Essential criteria for the post
a. Hold or train towards a recognised accounting qualification.
b. Level 2 or Higher Qualification in Maths and English.
c. Ability to work effectively as a team member.
d. Ability to use Microsoft Office Packages (Word, Excel, Outlook) to electronically store, extract and analyse data. Intermediate/advanced use of Excel is required.
e. Previous experience of working in a busy finance department.

CONDITIONS OF EMPLOYMENT

Working Hours

Basic working hours are from 08.30 to 17.00 Monday to Thursday and 08.30 to 4.30 on a Friday but some flexibility will be required to meet the needs of the business. This is an all year-round post. There will be some evening and weekend working required to support department and whole College events where there will be a requirement to attend.

Annual Leave

The holiday year is from 1 September - 31 August each year. The annual leave entitlement for this role is 26 working days, 8 bank holidays and efficiency days as stipulated by the Senior Management Team. Annual leave is bookable subject to business needs and should be planned and agreed with your Manager. Annual leave will be booked on-line via the HR/Payroll system.

Continuous Professional Development (CPD)

This post will be entitled to CPD for updating, personal and professional development. All CPD must be planned, agreed and booked with your Line Manager.

Benefits

The candidate appointed to the post will automatically become a member of the LGPS Scheme and pay contributions as determined by annual salary levels. The pension scheme includes life assurance cover, and the College will also pay a contribution towards your pension. There is access to a free on-site gym, Employee Assistance Programme, Cycle to Work scheme and staff discounts.

Equality and Diversity

Plumpton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and eliminating unfair discrimination on any basis. This means that no job applicant will receive less favourable treatment than another on

grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

Criminal Record Check via the Disclosure Procedure

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as 'spent'. There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made, you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and "spent" convictions, cautions, reprimands or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government faculty lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The post-holder cannot begin employment with the College until the DBS Disclosure Certificate is received and considered by the Principal