

# The Royal Alexandra and Albert School

## Financial Accounts Supervisor Job Description

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**Job Title:** Financial Accounts Supervisor

**Contract type:** Permanent

**Hours:** 25-30 hours per week, throughout the year. Some flexibility may be possible for the right candidate

### **Main Purpose:**

To ensure reporting excellence in all stakeholder reporting and monitoring of the school budget. To support the budget holders of the in managing their budgets, ensuring effective and sustainable use of resources.

Lead and inspire a small finance team to enable the timely production of financial information and the integrity of the accounting records. Building good relationships with colleagues across all departments through regular communication will be key to creating efficient processes.

### **Key Responsibilities:**

- Monitoring of budgets, and supporting budget holders with understanding budgetary information and planning.
- Preparation of draft and final School Delegated Budget.
- Checking and reporting any discrepancies in funding reports from Surrey CC.
- Preparation of management accounts and relevant reporting to governing body and local authority.
- Overseeing recharges between the School and Foundation, ensuring appropriate split of shared costs.
- Line management of two Finance Assistants.
- Leading month end and year end close down processes, and ensuring the timely delivery of reports.
- Oversight of and supporting the purchase ledger and payments management in absence of Finance Assistants.
- Review of bank, cash and credit card reconciliations.
- Overseeing financial management of trips, reviewing costings and taking administrator responsibility for Wisepay.



**Ambition**



**Courage**



**Integrity**



**Respect**

- Overseeing year end closure of the School Fund (Wisepay) and compiling reports for annual independent examination.
- Review of payroll submission for both School and review of payroll reconciliations.
- Preparation of annual teachers' pay statements and school workforce census.
- Processing changes to bank mandates, charge cards and online banking access.
- Oversight and management of school fund
- To drive efficiencies within the finance operations
- Any other duties as required by the Finance Department

#### Other

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, reporting all concerns to an appropriate person.
- To contribute to the overall ethos and aims of the School.
- The postholder will demonstrate a commitment to maintaining confidentiality, promoting the ethos of the school and upholding the key values of Ambition, Courage, Integrity and Respect in all aspects of the role. These are the foundation upon which (a) we conduct our work and (b) conduct ourselves both internally and externally with stakeholders. All employees are expected to demonstrate these values in their interactions with others and through their day-to-day responsibilities.

The Royal Alexandra and Albert School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post if successful, including an Enhanced DBS check. Staff must be aware of and comply with policies and procedures relating to child protection, health and safety regulations, security and confidentiality, reporting all concerns as appropriate. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.



Ambition



Courage



Integrity



Respect