

St Catherine's Catholic Primary School, Barnet EN5

School Accountant

Key Areas of Responsibility:

Financial Management & Reporting

- Maintain accurate budget monitoring records, providing regular updates and forecasts to the Headteacher and Governing Board.
- Support in planning, managing, and monitoring the school's budget to ensure financial sustainability and best value for money, using Access Education Budgets.
- Produce multi-year budget forecasts, including scenario planning to assess financial risks, funding changes, and pupil number fluctuations.
- Monitor income and expenditure against approved budgets on a regular basis, identifying variances and recommending corrective actions where required
- Monitor payroll reports, ensuring reconciliation with budget and staffing information.
- Keep up to date with changes in school finance regulations, funding, and local procedures.

Financial Operations and Compliance

- Ensure all financial transactions are recorded promptly, accurately, and in compliance with LA and school procedures.
- Operate and maintain the school's financial management system, Arbor Finance.
- Process invoices, payments, credit card expenditure and income.
- Prepare monthly bank reconciliations and VAT returns and maintain accurate records for audit purposes.
- To lead and support in the closure of accounts process at year end.
- Liaising with external bodies, such as local authorities, to ensure compliance with statutory reporting requirements.

Candidate Profile:

- Qualified accountant
- Strong experience in management accounting and financial compliance
- Previous experience in a finance role within an education or public sector environment.
- Excellent attention to detail and ability to work to tight deadlines
- Strong interpersonal and communication skills, with the ability to work across all levels
- Highly organised with the ability to manage multiple priorities effectively
- Knowledge of school funding, financial compliance, and education finance regulations.