The American School in London

Job Title: Management Accountant
Reports to: The Financial Manager
Hours: Full-time, Monday- Friday
Start date: TBC

Overall purpose: This role will play a key part in supporting the FM (FM) in maintaining the school's financial health through accurate data analysis, preparation of annual accounts, budgets, treasury functions and internal audit. The ideal candidate will collaborate across departments to ensure financial compliance, provide valuable insights to stakeholders through analytical reporting and support change initiatives. This role provides an excellent opportunity for growth within a collaborative finance team. The successful candidate will gain exposure to various areas of financial management, including compliance, and audit preparation, with opportunities to develop their expertise in school finance.

Summary of Major Responsibilities

Annual accounts and budget

- Assist the FM in the preparation of the annual statutory financial statements, liaising with external auditors during the annual audit of the financial statements
- Assist the FM and Director of Finance & Operations (DFO) in preparing budgets and projections, monthly management accounts and quarterly VAT returns

Reporting and data analysis

- Assist in preparing and reporting quarterly Financial Management reports to the senior leadership team; and provide statistical analysis, as required
- Liaise with FM to produce robust financial reports such as cash flow forecasts, long-term projections and financial forecasts
- Collaborate with FM in preparing VAT returns, including monitoring VAT on expenses and partial VAT recovery calculations
- Assist the FM in preparing budgets for management reports
- Analyse and interpret financial data from all departments and divisions for the use of the senior leadership team, budget holders and other team members
- Ensure the accuracy and reliability of financial data by regularly reviewing inputs from the Purchase Ledger Controller, the bookstore and other members of the Finance Department
- Produce analytical reports on financial data to provide insight, comparative benchmarks and performance evaluations for the relevant stakeholders
- Ensuring the financial reliability and integrity of the required data

Treasury

- Assist the FM with treasury tasks:
    - Monitor bank balances to ensure the board-mandated balances are honoured
    - Monitor and reviewing market interest rates to ensure that the school's surplus funds are achieving maximum return, with minimum risk
    - Reconcile bank statements, investments, money markets deposits, bank transfers, and purchasing and selling of currency
    - Report to the financial manager any unusual movement of funds in bank accounts
    - Liaise with investment managers with regard to the performance of ASL's endowment funds, the investment and disinvestment of equity and cash in accordance with the principles of the Board of Trustees' Investment Committee, and preparing investment reports for the DFO to present to the Investment Committee

Accounting processes and systems

- Oversee financial systems, including payment systems, credit merchants, expense platforms, and procurement platforms
- Drive process improvements to enhance efficiency and reduce risk
- Support the implementation and integration of new systems to improve efficiency, strengthen data visibility, and provide better service to parents and staff

Departmental collaboration

- Produce analytical reports on payroll data for management use against benchmarks and annual targets
- Collaborate with Fees Ledger Controller to produce insightful reports on fees income, cash received in advance and fee debtors

Other Finance Department duties

- Provide support to colleagues within the Finance Department during periods of absence or peak workload, ensuring continuity of service
- Conduct other tasks as necessary to support the smooth operation of the Finance Department
- Reconcile internal financial data with external systems (e.g.payment gateways, expense management software)

Essential Qualifications/Experience

- Demonstrable experience working in a finance/business environment
- Accountancy qualification (ACA, ACCA or CIMA)
- Knowledge of financial regulations and compliance standards
- Proficiency with technology is essential. Specific experience with MS applications such

as Excel and Power BI is a plus
- Experience in using financial/accounting systems, with experience in system implementation a plus
- Strong attention to detail, critical thinking and problem-solving skills
- Excellent communication and interpersonal skills
- Dedication to collaborating with colleagues, budget holders and other stakeholders
- A demonstrable awareness of and commitment to diversity and inclusion and to safeguarding in education

Desirable Qualifications/Experience

- Specific MS Dynamics Business Central experience a plus

This position description is current at the date shown but following consultation may be changed to reflect or anticipate changes in the role that are commensurate with the job title and salary.

The American School in London is committed to safeguarding and promoting the welfare of children and young people and expects all trustees, employees and volunteers to share this commitment. All new appointments will be subject to appropriate checks: Disclosure and Barring Service (DBS enhanced), Disqualification by Association Self-Declaration, Declaration of Criminal Record, checks against the Teaching Regulation Agency (TRA) Prohibition List (Teacher Status Checks) including Identity, Address, Date of Birth, a Full Employment History, Right to Work in the UK, overseas checks where applicable, at least 2 references (one with current or most recent employer, where appropriate) and original documentation of Qualifications (where appropriate). For positions in Senior Management a Prohibition from Management Check (s128 Directive) will also be undertaken.

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website. Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.

ASL is dedicated to fostering courageous global citizenship in a diverse and inclusive school environment. In our international community, we aspire for the cultures and backgrounds of our employees to mirror those of our families and student body, and we enthusiastically welcome applications from candidates who bring diverse life experiences, perspectives and skills. Educators with knowledge of global education and prospective applicants for any position who are committed to diversity and inclusion are particularly welcome to apply. The American School in London will not discriminate against an applicant or employee based on race, color, religion, creed, national origin or ancestry, sex, age, physical or mental disability, genetic information, gender identity or expression, sexual orientation, marital status, maternity or parental status, or any other legally recognized protected basis under local law. Read our Diversity, Equity and Inclusion statement here.